



**DEPARTMENT OF MENTAL HEALTH  
POLICY/PROCEDURE**

<b>SUBJECT</b> <b>INTEGRITY OF CIVIL SERVICE EXAMINATIONS</b>	<b>POLICY NO.</b> <b>600.02</b>	<b>EFFECTIVE DATE</b> <b>04/01/2002</b>	<b>PAGE</b> <b>1 of 2</b>
<b>APPROVED BY:</b>   <b>Director</b>	<b>SUPERSEDES</b> <b>600.2</b> <b>04/02/1979</b>	<b>ORIGINAL ISSUE DATE</b> <b>04/02/1979</b>	<b>DISTRIBUTION LEVEL(S)</b> <b>1</b>

**PURPOSE**

- 1.1 To inform all employees of the Department of Mental Health (DMH) Policy regarding integrity of Civil Service examinations and those conducted by other departments.

**POLICY**

- 2.1 Civil Service examinations must be conducted with the utmost integrity. No form of cheating will be tolerated. All forms of cheating in Civil Service examinations, including culpable unauthorized distribution, possession or use of examination material, may constitute a crime, either a felony or a misdemeanor, under Section 44 of the County Charter, Section 183 of the Penal Code.
- 2.2 Incidents of cheating or unauthorized use or possession of Civil Service Examination materials by DMH employees are to be referred to the Technical Services Section, DMH Human Resources Bureau for investigation and disposition.
- 2.3 Unauthorized distribution, use or possession of examination materials will be considered a form of cheating.
- 2.4 An employee falsifying applications for eligibility to any examination given by the County of Los Angeles or DMH or altering or falsifying any document which substantiates experience or training, such as licensure, certificates or out-of-class letters, shall be subject to severe disciplinary actions, including discharge.
- 2.5 In addition, in certain cases, DMH may refer authenticated instances of examination cheating to an appropriate law enforcement agency for criminal prosecution. This may result in fines, imprisonment or both to offenders.



**LAC  
DMH**  
LOS ANGELES COUNTY  
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2.5.1 The policy of possible referral for criminal prosecution in cheating cases in no way prohibits, pre-empts or precludes DMH from imposing appropriate discipline, including, but not limited to, discharge of offenders in such matters.

**AUTHORITY**

Los Angeles County Code, Section 44  
California Penal Code, Section 183

**REVIEW DATE**

The policy shall be reviewed on or before April 1, 2007.