



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

**SUBJECT: OFFICIAL STATEMENTS AND TESTIMONY
BEFORE A LEGISLATIVE OR REGULATORY
COMMITTEE**

**Policy No.: A112
Supersedes: Nov. 26, 2019
Revision Date: May 5, 2022
Page: 1 of 1**

POLICY:

Any Department employee receiving oral or written communications from State or Federal legislators, their staff, or administrative officials regarding Department operations, funding, personnel practices and other potentially sensitive matters shall immediately notify their supervisor, the Chief Executive Officer, and the County of Los Angeles, Office of Government Relations for determination of the appropriate response. Any Medical Center employee asked to appear before and/or give testimony before a legislative or regulatory committee in an official capacity, whether orally or in writing, shall clear such appearance and/or statements through their Supervisor, Department Director, and the Chief Executive Officer. Testimony to be given in an official County capacity requires advance approval from the Chief Administrative Office and Board of Supervisors. County employees may not, in their official capacity promulgate legislative policies in opposition to or independent of the Board of Supervisors.

After appearing before a legislative or regulatory committee, the employee shall provide to the Director of Health Services, a complete written report of his or her appearance, indicating whether the appearance and/or testimony was officially made a part of the hearing minutes and any actions taken by the committee on the issue. A copy of the report shall be sent to the Office of Governmental Affairs, and to the Chief Executive Officer.

This policy shall not apply to employees who, on their own time and at their own expense, wish to express their points of view. However, such appearances must be clearly prefaced with a statement to the effect that the views to be expressed are solely those of the employee and should not be construed to represent official statements of the Medical Center or of the County.

REFERENCE: Department of Health Services, Policy No. 136, Legislation Activity.

Revised: DM/SH/mm
May 18, 2010 PM:ec
July 30, 2013 CM
Dec. 24, 2015 CM
Nov. 26, 2019 CM
May 5, 2022 CM

EFFECTIVE DATE: January 1, 1982

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY: