



COUNTY OF LOS ANGELES DEPARTMENT OF HEALTH SERVICES

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Director

Los Angeles County Department of Health Services

Policy & Procedure Title:	Messenger Services		
Category:	800-899 Equipment, Services, Supplies	Policy No.:	864
Originally Issued:	11/24/1975	Update (U)/Revised (R):	10/01/2014 (R)
DHS Division/Unit of Origin:	DHS Facilities Management		
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Contact Phone Number (s):	(213) 240-8129		
Distribution: DHS-wide <input checked="" type="checkbox"/>	If not DHS-wide, other distribution:		

PURPOSE:

The purpose of this policy is to establish guidelines for requesting Messenger Services and to minimize costs in providing messenger services within the Department.

POLICY:

The Department shall utilize Internal Services Department’s (ISD) County Messenger Service whenever possible, to reduce direct costs in delivery of mail.

To add an address to ISD County Messenger Delivery Locations, send a written request to:

Internal Services Department (ISD)
 Contract Administration Division
 Mail & Reprographics Services Section
 1100 North Eastern Avenue
 Los Angeles, CA 90063

The written request to ISD must include:

- Department’s Funding Org number for ISD to charge for this service.
- Official address, including room number, and contact person’s name and phone number.
- Frequency of delivery services requested.

REFERENCE/AUTHORITY:

Los Angeles County Code

The mission of the Los Angeles County Department of Health Services is to ensure access to high-quality, patient-centered, cost-effective health care to Los Angeles County residents through direct services at DHS facilities and through collaboration with community and university partners.

Revision/Review Dates:

Department Head/Designee Approval: **Signature on File**