

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES



SUBJECT: LEGISLATIVE ACTIVITY

POLICY NO. 136

PURPOSE:: Coordination of effort and compliance with County policy in securing legislative and regulatory actions to benefit the Department.

POLICY:: The Office of Governmental Relations is responsible for centrally coordinating all departmental efforts in legislative proposal development, review, analysis, and advocacy.

All legislative proposals developed or recommended for introduction on behalf of the Department require advance notification and consultation with the Office of Governmental Relations. Review and response to State and Federal program regulatory proposals shall be coordinated through the Office of Governmental Relations. Any Department employee asked to appear or give testimony in an official capacity, whether orally or in writing, before a legislative body shall seek advance approval through the Office of Governmental Relations.

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 the Office of Governmental Relations for determination of the appropriate response.

GUIDE:: The official position of the County (inclusive of the Department) on a legislative proposal is the position taken by the Board of Supervisors. The Office of Governmental Relations will work with the Chief Administrative Office in preparing recommendations to the Board of Supervisors regarding the official County position on pending legislation or regulations.

The Office of Governmental Relations will coordinate the departmental response to proposed changes in State or Federal program regulations with potential significant effect on existing County costs, policies, procedures, or operating practices.

Testimony to be given in an official County capacity requires advance approval from the Chief Administrative Office and notice to the Board of Supervisors. The Office of Governmental Relations will coordinate the approval and notification process.

County employees and members of County advisory commissions, committees and Boards may not, in their official capacity, promulgate legislative policies opposition to or independent of the Board of Supervisors.

An employee of the Department on his or her own time and at personal expense may support legislative proposals. Such support shall be prefaced with a clear 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 Department or the County.

Director of Governmental Relations is accountable for promulgating and maintaining procedures consistent with these policies.

ATTACHMENT1: [DHS Policy #136 Attachments](#)

EFFECTIVE DATE: Dec 01, 1988

SUPERCEDES:

APPROVED: Signature on File
