

**DEPARTMENT OF HEALTH SERVICES**  
**COUNTY OF LOS ANGELES**



**SUBJECT:** CONTACTS WITH COUNTY COUNSEL

**POLICY NO.** 306

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**PURPOSE::** To coordinate requests for legal advice from the Department of Health Services to the Office of County Counsel in order to ensure appropriate utilization of their services.

**POLICY::** To maximize the effective utilization of County Counsel's services to the Department, it is necessary to regulate the number of persons contacting County Counsel, for both oral and written advice, to ensure that requests are appropriate and duplicate requests are avoided. Only persons named on the list of authorized County Counsel contacts distributed by the Office of Governmental Relations are permitted to contact County Counsel.

The policy of the Department regarding contacts with County Counsel is as follows:

**1. Oral Advice**

Only persons named on the list of authorized County Counsel contacts issued by the Office of Governmental Relations are authorized to contact County Counsel for oral advice.

**2. Written Opinions**

Except as specified in Number 5 below, requests for formal written opinions must be approved by the appropriate Administrator or Director of the division or program requesting the written opinion, and submitted to the Office of Governmental Relations.

The Office of Governmental Relations will coordinate and forward the requests for written opinions to County Counsel. Upon receipt of County Counsel's written response to the request, the Office of Governmental Relations will promptly forward the response to the appropriate Administrator or Director of the requesting division or program.

**3. Quality**

To further ensure the effective utilization of County Counsel's services, it is essential that all memoranda, contracts, attachments, and other documents be complete, accurate, and of the highest possible quality. All documents submitted to County Counsel should first be reviewed for completeness, accuracy and quality.

**4. Lead Time**

Except in the case of an emergency or other extraordinary circumstance, or with the concurrence of the attorney involved, County Counsel should be given lead time of at least ten (10) working days to review and approve documents, including contracts which require County Counsel's approval as to form,

**5. Contracts and Grants**

All oral or written requests for County Counsel advice regarding Health Services' contracts and/or grants must be made through the Contracts and Grants Division.

In addition, all drafts or signed contracts and grants or other related Board documents requiring County Counsel review and approval must be routed through the Contracts and Grants Division. The individual County Counsel who approved each contract as to form shall be identified in the Board letter by the Contracts and Grants Division.

#### **6. Board Letters and Memoranda**

An advance copy of letters or memoranda, including Special Motions, must be sent to County Counsel at least 24 hours prior to sending such letters or memoranda to the Board of Supervisors or to an individual Board member.

Such copy of the letter or memoranda should be labeled "Advance Copy" and sent to the specific County Counsel who is responsible for the subject area, or to the individual County Counsel with whom you dealt on the subject of the letter or memoranda,

#### **7. Distribution**

The list of individuals authorized to contact County Counsel shall be distributed by the Office of Governmental Relations to the Senior Management Committee and to the Office of County Counsel. The list will be updated as necessary by the Office of Governmental Relations.

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**EFFECTIVE DATE:** Jun 01, 1995

**SUPERCEDES:** May 16, 1977

**APPROVED:** Signature on File

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