

City of Los Alamitos
Administrative Regulation

Regulation:	1.11	
Title:	Administration of Oath of Allegiance	
Authority:	City Manager	
Date:	March 5, 2013	
Revised:	January 20, 2017	Bret M. Plumlee, City Manager

- 1. Purpose:** This policy provides a uniform procedure for the administration of Oath of Allegiance.
- 2. Application:** This policy applies to Council Members, Commissioners, and all full-time employees. Part-time employees do not receive the Oath of Allegiance.
- 3. Regulation:** This policy is established in accordance with the California Constitution and Los Alamitos Municipal Code Section 2.12.020. If any provision of this policy conflicts with current State or Federal law, the law shall take precedence.
- 4. Procedure:** The City Clerk, or deputized other persons, shall administer all Oaths of Allegiance.

The City Clerk has the authority to deputize any person to assist with administration of the Oath. The following positions shall be deputized for the purpose of administering the Oath of Allegiance only and the list may be added to or changed should the needs of the City Clerk necessitate such:

- Executive Assistant
- City Clerk Secretary
- Department Secretaries (Development Services, Recreation, Police)

Should an employee take the Oath of Allegiance at a ceremonial event (i.e. badge pinning), the Mayor or a family member may administer the ceremonial Oath. However, before commencing duties as a City employee, the employee will take an official Oath of Allegiance administered by the City Clerk or deputized other person.

- 5. Filing:** All original signed Oaths of Allegiances shall be forwarded to the City Clerk's Office. The City Clerk will maintain all Oaths of Office in the Vault. All designated Conflict of Interest Code filers will be filed in their respective folders. Non-filing employees will be filed together in numeric file 0100-86.

1/18/17 – Per the Orange County Clerk Recorder's Office, Orange County does not file City Oaths, per Government Code 3105.