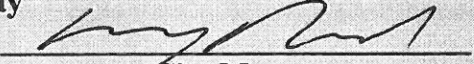


City of Los Alamitos

Administrative Regulation

Regulation:	1.4	
Title:	Contacts by Employees of the City	
Authority:	City Manager	
Date:	December 6, 2004	City Manager
Revised:	May 2, 2005	

1. **Purpose:** The purpose of this regulation is to govern the contact by City Employees with the media, City Attorney, City Council and other Officials.

2. **Application:** This policy applies to all employees of the City reporting to the City Manager. All other employees are requested to comply with this regulation in the interest of uniformity.

3. **Regulation:**

A. Contact with the Media

From time to time, members of the print, radio or television media may contact City employees. Employees should refer to Administrative Regulation 1.5 for specific instructions.

B. Contact with the City Attorney

From time to time, City employees will contact or be contacted by the City Attorney or other outside counsel. Employees are requested to provide information, assistance or request same. Such contacts should be limited to the subject matter knowledge or duties of the employee. Matters outside the scope of the employee's subject matter knowledge or duties should be referred to their supervisor, department head or City Manager. In no event shall an employee request a formal legal opinion from the City Attorney or outside counsel without the authorization of the City Manager.

C. Contact with City Councilmembers

From time to time, employees may be contacted by members of the City Council for purposes of inquiry, information, or status of projects. Employees should be responsive to such requests, but should refer questions outside the subject matter knowledge or duties of the employee to a supervisor, department head, or City Manger. Should a Councilmember attempt to direct, order, or suggest that an employee perform a specific task, that employee should inform the Councilmember that such direction should come from a supervisor, department head, or the City Manager. Such communication should be professional and as responsive as possible within the limits of this Regulation. All contacts by employees with members of the City Council should be conducted in a courteous, respectful manner, observing protocols

similar to those at a City Council meeting and they should be reported to the City Manager in a timely manner by any means practicable.

D. Contact with Other Officials

From time to time, appointed or elected officials from other levels of government or neighboring jurisdictions may contact City employees. Such contacts should be handled in the same manner described in Section C above. Contacts that occur in the normal course of business do not need to be reported or referred further, unless it exceeds the subject matter knowledge or the duties of the employee.