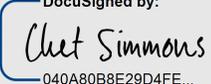


City of Los Alamitos Administrative Regulation

Regulation: 1.4	
Title: Contacts by Employees of the City	<small>DocuSigned by:</small>  <small>040A80B8E29D4FE...</small> Chet Simmons, City Manager
Authority: City Manager	
Date: December 6, 2004	
Revised: May 2, 2005, February 2026	

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.

3. Regulation:

A. Contact with the Media

From time to time, members of the media, 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 or designee.

C. Contact with City Council Members

From time to time, employees may be contacted by members of the City Council for purposes of inquiry, information, or status of projects. Council Member requests should be filtered through the City Manager or designee.

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 the City Manager.

Should a Council Member attempt to direct, order, or suggest that an employee perform a specific task, that employee should inform the Council Member that such direction should come from a Department Head, or the City Manager.

All 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. All communication shall be reported to the City Manager as soon as possible 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 they exceed the subject matter knowledge or the duties of the employee.