



**COUNTY OF LOS ANGELES**

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, CA 90012  
(213) 974-1101 ceo.lacounty.gov

**CHIEF EXECUTIVE OFFICER**

Fesia A. Davenport

January 30, 2025

To: All Department Heads

From: Fesia A. Davenport  
Chief Executive Officer

A handwritten signature in blue ink, appearing to read "Fesia", is written over the printed name of the Chief Executive Officer.

**NOTIFICATION OF ELECTED OFFICIALS' REQUESTS OF COUNTY DEPARTMENTS**

Consistent with ongoing efforts to maintain effective communication with the Board of Supervisors (Board) and across departments, this is a reminder of the process departments must follow when they receive a request from an elected official to use a County facility.

**Existing Requirement to Notify the Board Chair of a Request by an Elected Official to Use or Visit a County Facility:**

Currently, all requests by any foreign, federal, State, or local elected official to use or visit, for official purposes, any County-owned or operated facility must first be approved by the Chair of the Board before the request is approved by County staff. This requirement remains in effect. Attached is an updated template for transmitting such requests to the Executive Office of the Board and the Chief Executive Office (CEO).

**Additional Requirement to Notify Board of Proposed Events by an Elected Official Involving County Departments:**

In addition to the protocol above, departments must also provide advanced notice to the appropriate Supervisor(s) directly, with a copy to the Supervisor's Chief of Staff, the Executive Office of the Board, and the CEO, about any event proposed by an elected official where a County employee will participate in her or his official capacity, regardless of whether the event is proposed to be held at a County-owned or operated facility. This includes, but is not limited to, requests from elected officials to: conduct a site visit with a County employee; host community events where a County employee is asked to participate; or have a County employee speak at a press conference.



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Should you have any questions concerning this matter, please contact me or Samara Ashley, Assistant Chief Executive Officer, at (213) 974-1464 or [sashley@ceo.lacounty.gov](mailto:sashley@ceo.lacounty.gov).

FAD:JMN:SA  
AM:dr

Attachment

c: Each Supervisor



DATE: MONTH, DAY, YEAR

TO: Fesia A. Davenport  
Chief Executive Officer

Edward Yen  
Executive Officer

FROM:

**NOTIFICATION OF ELECTED OFFICIALS' REQUESTS OF COUNTY DEPARTMENTS**

As instructed by the Chief Executive Office, this is to request approval from the Chair of the Board of Supervisors for an elected official to use one of our facilities. Below is background information about the request:

Elected Official(s) to be present:

Organization:

Contact Person:

Facility Requested:

Date of Event:

Time of Event:

Type of Event:

Please let me know if this request is approved.

c: Chief Executive Office - Legislative Affairs and Intergovernmental Relations Branch

\*\*\*\*\* EXECUTIVE OFFICE USE ONLY \*\*\*\*\*

\_\_\_\_\_  
Chair's Signature

\_\_\_\_\_  
Date

Approved  Not Approved