

**COUNTY OF ORANGE SOCIAL SERVICES AGENCY
POLICIES AND PROCEDURES MANUAL**

Subject: Communication with External Elected Officials and Their Staff

Number: F 2

Approved: Signature on file

Date: 3/3/2020

POLICY

Social Services Agency (SSA) shall provide timely responses to requests for information or investigation of complaints from cities and the Federal or State Legislature. In order to keep the County Executive Officer (CEO) apprised of County issues with affecting cities and requests by the Federal or State Legislature, copies of applicable correspondence sent to cities and other governmental entities or their staff will be forwarded to the CEO's office.