



County of Los Angeles  
**INTERNAL SERVICES DEPARTMENT**

9150 East Imperial Highway  
Downey, California 90242

**SELWYN HOLLINS**  
Director

*"Trusted Partner and Provider of Choice"*

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March 2, 2022

To: All ITS Employees

From: Dave Wesolik, General Manager  
Information Technology Service

**ELECTION FREEZE FOR APRIL 5, 2022 – ASSEMBLY DISTRICT 62 SPECIAL PRIMARY ELECTION**

The County of Los Angeles will be conducting a Special Primary Election for Assembly District 62. The purpose of this election is to fill unexpired term ending December 5, 2022. In support of the election, RR/CC is requesting ISD implement a freeze on many services ISD provides.

During the date range below, the following types of changes will be limited:

**Election Freeze Date Range: 5:00 p.m., Friday, April 1, 2022, to 5:00 p.m., Friday, April 8, 2022**

- Changes are not permitted which will cause an outage to any RR/CC location:
  - VoIP for:
    - RR/CC Headquarters (12400 Imperial Highway, Norwalk).
    - RR/CC Elections Operations Center (EOC) (12680 Corral Place, Santa Fe Springs).
    - RR/CC VSAP Operations Center (VOC) (12100 Rivera Road, Whittier).
    - RR/CC Tally Operation Center (TOC) (9150 E. Imperial Highway, Downey; and six (6) RR/CC Branch Offices).
  - RR/CC Servers hosted by ISD and their eCloud/eBlock environment.
  - Wide Area Network (WAN) and Local Area Network (LAN), Wi-Fi connections to an RR/CC facility (HQ, EOC, Branch Offices, VOC, and TOC).
  - Facilities infrastructure at all RR/CC facilities.
- Standard RFC's will be suspended, and changes normally made using the standard model must be submitted as a normal, emergency, or expedited changes and obtain ITS Deputy General Manager approval.

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- RFC's involving any of the following areas which are County-wide or affect RR/CC, ISD, or BOS will only be approved to restore services or prevent imminent outages will require ITS Deputy General Manager approval:
  - eCloud
  - LAN/WAN
  - eGIS
  - Office365
  - VoIP
  - Windows Servers
  - Hosted Domain Components
  - Voice Phone Service
  - Desktop & Laptop Infrastructure

The election freeze enables ISD to ensure a stable and secure environment for election activities. Your cooperation and adherence to this freeze is appreciated.

If you have any questions or require additional information, please contact Benny Chacko, Shared Services Branch Deputy General Manager at (562) 940-3650 or via e-mail at [BChacko@isd.lacounty.gov](mailto:BChacko@isd.lacounty.gov) or you may also contact Mark Carlson, Elections Manager of ITS' Customer Applications Branch at (562) 940-4391 or via e-mail at [MCarlson@isd.lacounty.gov](mailto:MCarlson@isd.lacounty.gov).

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