



County of Los Angeles
INTERNAL SERVICES DEPARTMENT

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SELWYN HOLLINS
Director

"Trusted Partner and Provider of Choice"

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April 7, 2022

To: All ITS Employees

From: Benny Chacko, Acting General Manager
Information Technology Service

ELECTION FREEZE FOR JUNE 7, 2022 – GUBERNATORIAL PRIMARY ELECTION

The County of Los Angeles will be conducting a statewide Gubernatorial Primary Election on June 7, 2022. The purpose of this election is to allow Los Angeles County voters to vote on state constitutional, state legislative, county, local offices, and measures. Contests on the ballot include, but are not limited to, Governor, U.S. Representative, Senator, Assembly member, County Supervisor, Sheriff, Superior Court Judge, City Councilmember, and School Trustee among other elective offices. 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 for Levels One and Two:

5:00 p.m., Friday, April 8, 2022, to 5:00 p.m., Friday, May 6, 2022

Election Freeze Date Range for Level Three:

5:00 p.m., Friday, May 6, 2022, to 5:00 p.m., Friday, June 10, 2022

Election Freeze Level One:

- 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.

Election Freeze Level Two:

- 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.
- 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

Election Freeze Level Three:

In addition to changes covered by Levels One and Two, during the Level Three window, the following restrictions are in place:

- Standard RFCs will be suspended, and changes normally made using the standard model must be submitted as a normal change with ITS Deputy General Manager approval
- All other RFCs will only be approved to restore service or prevent imminent outages and will also require ITS Deputy General Manager approval

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, I can be reached at (562) 940-3650 or via e-mail at BChacko@isd.lacounty.gov or you may also contact Phil Ho, Elections Manager of ITS' Customer Applications Branch at (562) 658-1704 or via e-mail at PHo@isd.lacounty.gov.

BC:CP:md

K:ITSAdmin/FreezeMemos/ElectionFreezeMemoGubernatorialPrimaryElection6-7-22