



County of Los Angeles  
**INTERNAL SERVICES DEPARTMENT**

1100 North Eastern Avenue  
Los Angeles, California 90063

**SELWYN HOLLINS**  
Director

*"Trusted Partner and Provider of Choice"*

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September 15, 2022

To: All ITS Employees

From: Benny Chacko, Acting General Manager  
Information Technology Service

**ELECTION FREEZE FOR NOVEMBER 8, 2022 – GENERAL ELECTION**

The County of Los Angeles will be conducting a statewide General Election on November 8, 2022. The purpose of this election is to allow Los Angeles County voters to vote on various State offices; State measures; Voter-nominated offices such as Congress, Senate, and Assembly; County offices; County measures; City, School, and Water District contests; and many other local offices and measures.

In support of the election, RR/CC is requesting ISD implement freeze on many services ISD provides.

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

**Election Freeze Date Range for Level One:**

**5:00 p.m., Friday, September 2, 2022, to 5:00 p.m., Friday, September 30, 2022**

**Election Freeze Date Range for Level Two:**

**5:00 p.m., Friday, September 30, 2022, to 5:00 p.m., Friday, October 28, 2022**

**Election Freeze Date Range for Level Three:**

**5:00 p.m., Friday, October 28, 2022, to 5:00 p.m., Friday, November 11, 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 or an Emergency RFC 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](mailto: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](mailto:PHo@isd.lacounty.gov).

BC:RK:md:yr

K:ITSAdmin/FreezeMemos/ElectionFreezeMemoGeneralElection11-8-22