## ORANGE COUNTY SOCIAL SERVICES AGENCY

## ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

**Subject:** Communications With The Board of Supervisors **Number:** F 1 **Approved:** Signature on file **Date:** 09-10-07

## **POLICY**

Employees shall provide timely responses to requests for information, service, or investigation of complaints from the Board of Supervisors offices. Social Services Agency (SSA) employees shall not independently commit significant staff resources, including time, to projects requested by one Board office that might detract from priorities established by the entire Board of Supervisors.