



OFFICE OF THE  
**DISTRICT ATTORNEY**  
ORANGE COUNTY, CALIFORNIA  

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TODD SPITZER

VIA EMAIL TRANSMISSION: [nsantana@voiceofoc.org](mailto:nsantana@voiceofoc.org)

December 13, 2019

Mr. Norberto Santana, Jr.  
Publisher  
Voice of OC

Dear Mr. Santana,

In compliance with Government Code § 6253, this letter addresses your California Public Records Act (Gov. Code § 6250 *et seq*) request dated December 12, 2019. This letter constitutes our formal response made within the statutorily required.

You have requested "a Sept. 10 memo from Todd Spitzer to staff on campaigning restrictions while at work."

Please find enclosed with this response a copy of the responsive record.

Sincerely,

Denise Hernandez  
Senior Deputy District Attorney  
Special Prosecutions

REPLY TO: ORANGE COUNTY DISTRICT ATTORNEY'S OFFICE

WEB PAGE: <http://orangecountyda.org/>

MAIN OFFICE  
401 CIVIC CENTER DR W  
P.O. BOX 808  
SANTA ANA, CA 92701  
(714) 834-3600

NORTH OFFICE  
1275 N. BERKELEY AVE.  
FULLERTON, CA 92832  
(714) 773-4480

WEST OFFICE  
8141 13<sup>TH</sup> STREET  
WESTMINSTER, CA 92683  
(714) 896-7261

HARBOR OFFICE  
4601 JAMBOREE RD.  
NEWPORT BEACH, CA 92660  
(949) 476-4650

JUVENILE OFFICE  
341 CITY DRIVE SOUTH  
ORANGE, CA 92668  
(714) 835-7624

CENTRAL OFFICE  
401 CIVIC CENTER DR. W  
P.O. BOX 808  
SANTA ANA, CA 92701  
(714) 834-3952

# MEMO

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OFFICE OF THE DISTRICT ATTORNEY  
AND PUBLIC ADMINISTRATOR  
TODD SPITZER



September 10, 2019

**TO: All Candidates for Elected Office and Office Holders Who Currently Work for the OCDA**

**FROM: Todd Spitzer, District Attorney**

**SUBJECT: Candidate Forums and Public Appearances During Normal Business Hours**

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Effective immediately, if you will be out of the office on campaign or office-holder business during normal business hours, which are Monday through Friday from 8 a.m. to 5 p.m., you are required to submit a memo to your direct supervisor requesting the time off, three days in advance. This memo will also copy me, the District Attorney. You are also required to explain, in your memo, how you expect to take your time off away from the office, i.e. vacation hours. Your supervisor will then confirm that your timecard reflects your representation of time off in that same pay period and that you have the requisite time on the books to cover your time off.

**Under no circumstances may campaign time be taken as flex time or “off the books” time based on hours worked in self-reported time.**

This office is the enforcement agency regarding candidate and elected official conduct. At no time will any candidate or elected official be out of the office without a direct supervisor being able to explain where the employee is and how the employee is using their own time to conduct campaign activity outside of this office. You are on notice that any time any member of the public or the media inquires of the status of the employee and how the employee is covering their time off out of the office, this office will release information to substantiate that the employee is using personal time to engage in such activity.

Cc: Chief Assistant District Attorney  
Senior Assistant District Attorneys  
Assistant District Attorneys  
Public Information Officer  
County Human Resources Division