



EMPLOYMENT &
HUMAN SERVICES

M E M O R A N D U M

Kathy Gallagher, Director

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To: All Staff (Code 2A) Date: March 25, 2021
CC:
From: Administration
Subject: Expedited Request for Camera and/or Headset

To expedite rollout of cameras and/or headsets for staff needing to communicate via Teams or other conferencing tools, IT has temporarily changed the policy to request these devices. If you need a camera and/or a headset for your PC in the office or to remote into work, please call the helpdesk at (925) 521-7200 (1-7200). Provide your name, email address, location, bureau, and the equipment needed. IT will work to procure and distribute as appropriate.