

**From:** Okwuosa, Fallon@DGS [REDACTED]  
**Subject:** FW: Request for a copy of Oath/Bond for DGS Employee and Pages of Manuals  
**Date:** December 7, 2023 at 11:15 AM  
**To:** [REDACTED]  
**Cc:** DGS Public Affairs@DGS DGSPublicAffairs@dgs.ca.gov

Hi Christi,

The California Department of General Services only has responsive records for oaths for Ana M. Lasso, Jennifer Osborn, and Christine Ciccotti. Please see the attached documents.

After a diligent search, it was determined that the department does not have responsive records for the bond portion of the request.

This concludes our search for your California Public Records Act request.

Thank you.

**Fallon Okwuosa**  
Information Officer I  
Department of General Services  
Executive Office - Office of Public Affairs  
707 3rd Street 8th Floor  
West Sacramento, CA 95605

*Get connected with DGS!*



**From:** Christi Grab [REDACTED]  
**Sent:** Sunday, November 19, 2023 12:35 PM  
**To:** DGS Public Affairs@DGS <[DGSPublicAffairs@dgs.ca.gov](mailto:DGSPublicAffairs@dgs.ca.gov)>  
**Cc:** Tateyama, Kevin@DGS [REDACTED]  
**Subject:** Request for a copy of Oath/Bond for DGS Employee and Pages of Manuals

**CAUTION:** This email originated from a NON-State email address. Do not click links or open attachments unless you are certain of the sender's authenticity.

Dear CPRA Department:

I am writing to request a copy of the oaths and bonds for California Department of General Services employees **Ana M. Lasso, Jennifer Osborn,**

**Christine Ciccotti and Katherine Minnich**

My understanding is that, per 5 U.S. Code § 3331, every elected or appointed government official must sign an Oath of Office. Per California Government Code sections 1360, 1362-1369 and Section 3 of Article XX of the Constitution of California, all State of California employees are required to sign an Oath of Office (if elected or appointed) or an Oath of Allegiance (everyone else) before beginning the duties of their employment.

Per California Government Code section 1450 - 1463 ([https://california.public.law/codes/ca\\_gov't\\_code\\_section\\_1450](https://california.public.law/codes/ca_gov't_code_section_1450)), bonds are required to be issued on every government employee.

I also request copies of all pages of the standard operating manuals utilized by the GovOps which address the policies, procedures and protocols surrounding bonds, including issuing, recording, filing, etc. I have requested copies of the pages from the standard operating manuals because there seems to be a lot of confusion surrounding the bond issue, and I am hoping that the manual(s) can clear up this confusion.

If you have any questions or concerns, I can be reached at [REDACTED]

Happy Thanksgiving!

Christine Grab



Oath C  
Ciccott...ed.pdf

## OATH

*For the office of*

**Chief Deputy, Department of General Services**

*I, Jennifer Osborn, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.*