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1.0 PURPOSE:

To describe the procedures to be followed when a City department contemplates requesting the services of the City Attorney's Office.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all officials, employees, boards, commissions and departments in the City organization.

3.0 POLICY:

It is the policy of the City Attorney's Office to serve as legal advisor and counselor in regard to all municipal functions. It is the intent of this policy to insure that communications to the City Attorney's Office are properly routed and dealt with in an efficient manner.

4.0 REFERENCES:

Sections 62.09(12) and 895.46, Wisconsin Statutes.
Section 2.15, City of West Allis Revised Municipal Code.

5.0 PROCEDURES:

5.1 GENERAL POLICIES

5.1.1 Any and all communications requesting the advice or assistance of the City Attorney's Office shall be addressed specifically to the City Attorney or to an Assistant City Attorney with a copy to the City Attorney. The City Attorney may set forth matters that may be directed to an Assistant City Attorney without notification to the City Attorney.

5.1.2 Except in emergency circumstances, requests for legal opinions and/or representation by the City Attorney's Office shall be communicated in writing.