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1.0 PURPOSE:

To describe the procedures to be followed when a City department contemplates requesting a legal opinion from 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 regarding requests for legal opinions are properly routed and dealt with in an efficient manner.

4.0 REFERENCES:

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

5.0 PROCEDURES:

5.1 GENERAL POLICIES

- 5.1.1 All requests for legal opinions from the City Attorney's Office shall be in writing.
- 5.1.2 The individual requesting the legal opinion shall provide the City Attorney's Office with all pertinent facts on which the request is based. Persons requesting legal opinions from the City Attorney's Office shall specifically furnish the following information:
 - 1.) A detailed statement of all available facts upon which the opinion is to be based.
 - 2.) Prior opinions, written or oral, rendered by the City Attorney's Office on the issue or related subject matter.
 - 3.) Present and prior department policies regarding the issue.