

ROOSEVELT TOWNSHIP POLICY

POLICY NAME: ATTORNEY COMMUNICATION POLICY

DATE ADOPTED: AUGUST 11, 2014

PURPOSE: The purpose of this policy is to set a uniform procedure of communication with the Township Attorney by the Roosevelt Township Officers in order to:

1. Control costs and stay within budget,
2. Avoid duplication of requests,
3. Make requests and response available to all officers,
4. Have back-up response to insure accuracy,
5. Have requests and response received available to file for future reference,
6. List required detail for claim,
7. Identify type of legal service requested,
8. Maintain consistency in procedures,
9. Provide transparency and accountability for officers.

TYPES OF SERVICES:

1. Procedural Advise – MAT Attorney
2. Project Advise – Township Attorney
3. Drafting letters or documents – Township Attorney

PROCEDURE:

1. Email a MAT Attorney for advice. This service for all officials is included with the MAT dues.
MAT Attorneys will not draft letters or documents.
2. Officer will prepare email to Township Attorney & send to Clerk.
Clerk will forward to Township Attorney.
When reply is received, it will be printed & forwarded to the Officer.
Copies or emails will be sent to all officers for reference.
3. Copies of correspondence will be compared to invoice for accuracy and filed for future reference.

APPROVED _____
Board Chair

ATTEST _____
Clerk

