



ANN ARBOR FIRE DEPARTMENT

Standard Operating Procedures – 1.6 Legal Request



LEGAL REQUEST

Effective: April 13, 2018
Scheduled Review: April 13, 2021
Replaces: None
Approved: Fire Chief Mike Kennedy

I. PURPOSE

To establish a procedure to request legal services from the City Attorney's Office.

II. LEGAL REQUEST

- A. Legal requests may only be made by the fire chief or an assistant chief.
- B. The requesting employee shall draft an email with a brief statement describing the request, along with supporting facts, relevant supporting documents, the primary contact, and key dates, including the deadline (if any).
- C. Subject line of email: LEGAL REQUEST: [title of request]
- D. Submit the request to Stephen Postema, Kristen Larcom and Jane Allen, copying the fire chief.

III. INITIAL RESPONSE FROM ATTORNEY'S OFFICE

An email response will be sent to the requestor and primary contact by Jane Allen (or other City Attorney's Office staff) indicating the assigned attorney, copying fire chief, Stephen Postema and the assigned attorney.

The email response may also ask for additional information or documents, as necessary.

IV. ATTORNEY RESPONSE

The assigned attorney will contact the requestor or primary contact within three business days of the initial response to acknowledge receipt, gather additional information and discuss the schedule.

If necessary, the assigned attorney will discuss rescheduling any assignment deadlines with the primary contact as soon as possible prior to the deadline.

This policy was reviewed and approved by (March 2018)
City Attorney's Office