
	POLICY AND PROCEDURAL ORDER		004-002
	City Attorney's Office		Page 1 of 1
	Issued By: Chief Michael Cox		CALEA Standards 
Effective: 04/11/2001	Updated: 05/07/2021		
Last Reviewed: 05/05/2023			

I. Purpose

The purpose of this order is to identify the staff assignments made by City Attorney.

II. Policy

Personnel are to contact the appropriate attorney whenever possible. Requests for assistance or advice should be routed through the City Attorney.

III. Attorney Assignments

Attorney assignments and areas of responsibility are made by the City Attorney and may vary from the general assignments and areas of responsibility listed below.

- A. 15th District Court case prosecution
- B. Labor Relations
- C. FOIA support
- D. Non-labor contract support

IV. Service of Lawsuits

Any employee that becomes involved in a lawsuit, related to their duties as an employee with the City of Ann Arbor, will immediately advise their commanding officer. The commanding officer shall notify the Deputy Chief and Chief of Police who will notify the City Attorney. Any employee that receives a lawsuit, through the mail or personally served, will forward it to the City Attorney's office promptly.