

Requesting work from the City Attorney's Office**3.3.6****PURPOSE**

The purpose of this policy is to ensure that the City's legal interests are protected and to ensure the efficient use of resources of the City Attorney's office that provides legal advice in all matters affecting the City's interest, including the responsibility to represent the City in litigation, prepare legal documents such as ordinances and written opinions, and other documents of legal significance on behalf of the City of Redlands, and to negotiate and prepare or review contracts, agreements and documents, collectively.

POLICY

The City Attorney's Office establishes administrative policies and procedures as concerns all matters for which legal services or advice are necessary or appropriate.

PROCEDURE**A. When to make requests for legal advice or assistance from the City Attorney**

- Legal Advice: Departments are encouraged to approach the City Attorney's office to seek legal advice for all matters in which the City's interests may be affected. Should there be any doubt, it is important to seek a determination from the City Attorney.
- Ordinance Preparation:
- Resolution Preparation:
- In the event a Department requests that the City Attorney's Office draft or review a contract for a particular purpose, the requesting Department must provide the City Attorney's Office at the earliest possible time to detail the general scope of services which the contract is intended to provide. The requesting department shall keep the City Attorney's Office informed of any negotiations.
 - Once the City Attorney's Office has prepared a draft of the contract, the requesting Department will review it to ensure that the contract properly reflects the negotiations and the intent of the parties. If the contract requires no further changes, it shall be signed by the contractor. If changes are required, it shall be returned to the City Attorney's Office for correction.
- All contracts created for a particular purpose, whether or not drafted by the City Attorney's Office, shall be reviewed by the City Attorney's Office for approval as to form and legality prior to execution by the City.

Requesting work from the City Attorney's Office**3.3.6****B. When making requests, departments shall:**

- To the extent practicable, send the request to the City Attorney's office or Legal Analyst, in writing, clearly stating the issue and explaining all relevant information. Email correspondence is acceptable for this purpose.
- If the Department does not know who would handle the matter, the request should be submitted to the City Attorney's office or the Legal Analyst.
- Departments must identify the department's point of contact(s) for each assignment.
- Departments shall make every effort to avoid sending multiple requests for the same services, as doing so may lead to duplicate assignments and result in confusion and delay.