



Attorney/ Staff Contact Policies Policy #POL20140902-1

The Town Council appoints a Town Attorney to advise and represent it as the elected leaders of the municipal corporation. The Town Attorney acts in the Town's interest but takes direction from the Town Council as a whole, not from any individual member of the Council or other citizen of the Town.

In general council members are all allowed to contact the Town Attorney in cases of emergency situations where a legal opinion is needed in an expedited manner. However, the following guidelines are being applied in order to curtail the direct contact and the discontinuity that is created when the Town Attorney or representative of the Town's law firm is contacted by multiple members of Town Council, appointed officials, or staff. There are some issues where members of the Council and/or Staff need direct contact for a legal opinion; however the policies identified will also provide a procedure and path to obtain the answer or legal opinion being requested.

Appointed Officials:

- Appointed officials of the Town should contact the Town Attorney or law firm through the use of staff that serves their particular board for the Town.
- Should the Town Attorney or law firm need further clarification on the subject of interest, the Town Attorney will reach out to the appointed local official directly.
- In general, the Town Council does not believe that appointed officials of the Town should have direct communication with the Town Attorney or legal staff, unless the Town Attorney determines otherwise.

Staff Members:

- In general, all communication shall be coordinated with the Town Attorney or legal staff through the Town Manager.
- The Town Manager is to have an established time to meet or discuss Town business or concerns with the Town Attorney or staff at minimum of once a month, as needed.
- The Town Manager can authorize staff to directly work or contact the Town Attorney or legal staff as it relates to their position and the various ways they serve the Town on a day to day basis. However, the Town Manager also strongly suggests that in these circumstances that all correspondence with the Town's legal representatives be limited to strategically planned communications on as needed basis.

Police Department:

- In general, all communication shall coordinate with the Town Attorney or legal staff through the Police Chief.

- However, Officers are authorized by the Chief to discuss cases and case load with the Town's Prosecuting Attorney at a predetermined general time, unless the Prosecuting Attorney contacts the officer directly.

Town Council:

- In general, all communication shall be coordinated with the Town Attorney or legal staff through the Town Manager, Mayor or Vice Mayor.
- General questions, concerns or issues that are not of an urgent matter, should be brought to the Town Manager and the Town Manager will discuss and obtain the needed information during the Attorney and Manager's regular monthly meeting.
- The Mayor can authorize members of Council to work directly the Town Attorney or legal staff if the Mayor believes that the direct communication will yield more efficient results.

The goal of this policy is to encourage better management of communication and efficiency of Haymarket's legal representation to better serve the needs of the Council, appointed officials, town staff, and citizens.