


Chief Administrative Office <b>POLICY MEMORANDUM</b>	Date of Issue October 23, 1997 November 21, 2006 October 13, 2019	Expiration Date  N/A	No.  13R
TO: All Divisions and Departments		Subject:  Requesting Assistance from the Department of Law	
SIGNATURE: 			
COMMENTS:			

### Applicability

This policy is to establish procedures for requesting assistance from the Department of Law about matters pertaining to the Lexington-Fayette Urban County Government (LFUCG). This policy applies to all LFUCG departments and divisions.

### Procedures

Please use the following procedures when requesting assistance from the Department of Law:

1. All requests to the Department of Law for legal assistance shall be in writing, setting forth the facts of the situation which has given rise to the request and the nature of the assistance being requested. The writing may be in memorandum or electronic mail form and shall be addressed to the Commissioner of Law.
2. If the request originates from within a department of the LFUCG, the request shall be made by, or with noted approval of, the commissioner responsible for that department. Requests that do not reflect approval by the appropriate commissioner will be returned to the requesting department.
3. If the request originates within any division that reports directly to the Chief Administrative Officer (CAO), the request shall be made by, or with the noted approval of, the division director and the CAO. Requests that do not reflect approval by the director and the CAO will be returned to the requesting division.
4. If the request originates within any division that reports directly to the Chief Development Officer (CDO), the request shall be made by, or with the noted approval of, the division director and the CDO. Requests that do not reflect approval by the director and the CDO will be returned to the requesting division.

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5. If the request originates within any division that reports directly to the Chief Information Officer (CIO), the request shall be made by, or with the noted approval of, the division director and the CIO. Requests that do not reflect approval by the director and the CIO will be returned to the requesting division.
6. If the request originates from the Office of the Mayor, but not the Mayor directly, the request shall be made by, or with the noted approval of, the Chief of Staff or other person designated by the Mayor. Requests that do not reflect approval by the Chief of Staff or the appropriate designee will be returned.
7. The Department of Law will acknowledge in writing that a request for assistance has been received and will indicate the date that the requester may expect a response.
8. In the event that an immediate response is needed from the Department of Law in order to deal with an emergency involving injury, damage to personal property, or financial loss to the LFUCG, or when the likelihood of such injury, damage or financial loss would be increased by following the written request procedures established above, the requirement of a written request may be waived. In this event, the requester shall contact the Commissioner of Law directly and describe the emergency situation and the need for an urgent response from the department.
9. In the event the request for assistance is one that may be answered orally, with very little if any research required on the part of the attorney generally assigned to provide assistance or advice to a department or division, the request may be made by telephone. Requests for a copy of a statutory provision, information on how the blue sheet process functions and general information on handling an open records request are examples of matters that may be handled orally. If a telephone request goes beyond what can be handled orally, the attorney shall ask for a written request before proceeding.