



# ANN ARBOR FIRE DEPARTMENT

## Standard Operating Procedures – 1.06 Legal Request



### LEGAL REQUEST

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Effective: July 30, 2021  
Scheduled Review: July 30, 2024  
Approved: Fire Chief Mike Kennedy

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#### **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 and Dawn Bagozzi copying the fire chief.

#### **III. INITIAL RESPONSE FROM ATTORNEY'S OFFICE**

An email response will be sent to the requestor and primary contact by Dawn Bagozzi (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 (October 2020)  
City Attorney's Office