



ANN ARBOR FIRE DEPARTMENT

Standard Operating Procedures – 1.06 Legal Request



LEGAL REQUEST

Effective: July 12, 2024
Scheduled Review: July 12, 2027
Approved: Fire Chief Mike Kennedy

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 City Attorney Atleen Kaur, Michelle Yanga, and Dawn Bagozzi copying the fire chief.

III. INITIAL RESPONSE FROM ATTORNEY'S OFFICE

The City Attorney's Office will indicate the assigned attorney. The email response may also ask for additional information or documents, as necessary.