

Policy on Issue Identification and Attorney Contact

Purpose: To set forth the procedure to obtain answers to questions of policy, procedures or interpretation of policy and/or documents, including ordinances

Chain of Command: The first source an employee should contact regarding a question of policy, procedure or interpretation of any document is the individual you report to or the department head. Should that person be unable to determine the answer to the question, they have the option of contacting MTA for an answer, or to refer the question to the supervisor. The department head should advise the supervisor in writing of the request and the nature of the question and answer given.

Supervisor's Responsibility: The supervisor shall affirm or clarify the Department Head's response, contact MTA if the Department Head has not done so or contact the attorney if the severity of the issue requires doing so.

Contacting Attorney: Because contacting an attorney entails a financial burden on the township, it is the supervisor's responsibility to make the determination to do so. The supervisor may, if a case is complicated, ask another officer or employee to discuss the issue directly with the attorney, but the permission, if given, is for a single time and must be renewed if the employee or officer believes it necessarily. Our attorneys have been notified that the supervisor is the only contact and will notify the attorney of any permission granted.

Documentation: The supervisor is to be kept aware of the answers of the department heads, as noted above, and by the person contacting the attorney directly. Such notification shall be made by written memo. The memo shall include the date and time of the contact, duration of the contact and salient details of the conversation.

Adopted on March 12, 2014