

POLICY & PROCEDURES

CHAPTER:	1	Administration and Management	1.3.32
SECTION:	3	Personnel	EFFECTIVE DATE: 7 / 10 / 2020
SUBJECT:	32	Legal Assistance for Staff	
STANDARDS: ACA – 4 – ALDF: 7A-02			
APPROVED: _____			REVIEW DATE: 7 / 10 / 20
Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 7 / 13 / 20
Rescinds: 1.3.32 dated 2/1/05 Cancel:			

I. POLICY

Where applicable, the Division of Correction will request legal assistance, advice and representation of the Division and its staff through the St. Louis City Counselor’s Office. Legal Assistance will be provided in accordance with The Department of Public Safety Executive Memorandum #14.

II. RESPONSIBILITIES

All division of Corrections employees are responsible for adhering to the following procedures.

III. DEFINITIONS

None

IV. PROCEDURES

A. General Information

1. The Division will utilize the legal services provided by the City Counselor’s Office with regards to employees' official job-related legal problems.
2. Requests for formal legal opinions will be routed through the Commissioner of Corrections.

POLICY & PROCEDURES

3. The City Counselor's Office, subject to judgment, may advise staff on legal matters which relate to their official duties.
4. Legal assistance may be afforded in any civil action or proceeding in any state or federal court arising out of any alleged act, omission or deprivation which occurred or is alleged to have occurred while the employee was acting in the discharge of duties or in the scope of employment.

B. Staff Responsibility

1. All staff will provide the City Counselor's Office with relevant documents, subpoenas or other materials related to legal action with which they are involved.
2. Staff will cooperate in all inquiries, depositions, interrogatories, or other legal processes that will assist the City Counselor's Office.

C. Service of Process/Subpoena

1. Employees will not accept services for lawsuits for anyone but themselves.
2. A subpoena summoning a Correctional Staff Member may be served at their work location. Subpoena will be handled in the same manner as services for lawsuits.
3. If a staff member receives a subpoena to appear in court or deposition as a witness in an employment related issue and requires guidance, the staff member will contact the Detention Center Superintendent. The Detention Center Superintendent will forward the subpoena to the City Counselor's Office.