

**Section 1: PURPOSE**

To improve understanding of the process and procedures for all city employees relating to matters when the City of Manteca is in litigation.

**Section 2: PROCEDURE**

All contacts made with city employees regarding a lawsuit, possible lawsuit, or any litigation issues involving the city, shall notify the Administrative Services Director or the City Manager through the Chain of Command immediately.

Authorization shall be obtained from the Administrative Services Director or the City Manager before communicating with any attorneys, insurance adjusters, investigators, news media or any other persons inquiring about a city litigation matter.

If a city employee is served any legal documents pertaining to the city or city business, those documents shall be forwarded to the Administrative Services Director or the City Manager through the Chain of Command immediately.

City employees shall not submit to depositions, give statements, or respond to routine questioning without prior knowledge and approval of the Administrative Services Director or the City Manager.

The City Clerk Office or the Administrative Services Department shall be the only city departments accepting legal documents concerning litigation on behalf of the city.

The Administrative Services Director or the City Manager shall review all requests for information with the City Attorney prior to issuing authorization to the concerned employee.