



## Pima County Community College District Administrative Procedure

<b><i>AP Title:</i></b>	<b>Legal Services</b>
<i>AP Number:</i>	AP 6.01.01
<i>Adoption Date:</i>	9/2/03
<i>Schedule for Review &amp; Update:</i>	Every three years
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<i>Sponsoring Unit/Department:</i>	General Counsel
<i>Policy Title(s) &amp; No(s):</i>	Board and College Relationship with General Counsel, BP 6.01
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

### **PURPOSE**

Pima Community College (“College”) regularly uses legal services to promote legal compliance and to further the best interests of the organization. The College has internal legal resources and also contracts with law firms to provide legal counsel to the College when specific subject matter expertise is needed or the College does not have sufficient internal resources to address a particular issue. This Administrative Procedure (“AP”) establishes the process by which College units may request legal services.

### **WHO MAY REQUEST LEGAL SERVICES**

The Chancellor, Administrators, and the Internal Auditor or their designee are authorized to request legal services. Others with legal issues or questions should contact their supervisor, who will then contact the appropriate administrator to determine whether legal services should be requested.

## **HOW TO REQUEST LEGAL SERVICES**

Requests for legal services shall be directed to the College General Counsel who, in consultation with the requester, shall determine whether to address the matter internally or whether to refer the matter to a contracted law firm. The General Counsel shall consult with and obtain the consent of the Chancellor before referring any matter to a contracted law firm. The General Counsel shall be included in substantive communications with contracted law firms so that issues may be coordinated and invoices verified.

## **OUTCOMES**

Requests for legal services shall be addressed in a timely, cost-efficient, and appropriate manner. Matters referred to contracted law firms will be administered in a conscientious and auditable manner to facilitate appropriate use of legal services.