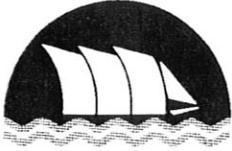


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| SUBJECT: | | SECTION: |
| LEGAL SERVICES | | CP-A 120 |
|  D·U·L·U·T·H POLICY/PROCEDURE | DEPARTMENT/DIVISION ADMINISTRATION ADMINISTRATIVE ASSISTANT | Page 1 of 1 |
| | EFFECTIVE DATE: February 15, 2000 SUPERSEDES: | APPROVED BY: City Administration |

CP-A 120 LEGAL SERVICES

It is the policy of the City of Duluth to utilize the services of the City Attorney's office to fulfill the City's need for legal services. The City Attorney shall determine when, and under what circumstances, lawyers other than those on the City staff will be retained to provide service to the City or its officials, subject to City Charter provisions relating to the powers of the Mayor and City Council.

Any employee who wishes to hire a lawyer to do City business, shall first confer with the City Attorney, and, prior to any such hiring, obtain the City Attorney's written approval. The purchasing department may develop an appropriate form containing the record of approval.