

Essex County College College Regulation

REG 1-9 LEGAL SERVICES

Purpose:

To establish the manner and procedures by which legal matters may be reviewed by General Counsel.

Plan:

1. All requests for legal review of pending or other legal matters shall be made through General Counsel.
2. Any employee who is contacted by any individual, attorney, agency or court regarding a present or prospective legal matter involving the College shall immediately notify their appropriate Area Head and the Office of General Counsel.
4. The Office of General Counsel shall facilitate contact with Board, Labor, or Special Counsel on all College matters.
5. Under no circumstances is any employee to respond to a College related legal inquiry or subpoena without authorization from the Office of General Counsel and the President.

Responsible Official(s):	Reference(s): <i>N.J.S.A. 18A: 64A-12(o)</i>
Regulation History: App. 11/92, Rev. 10/01, 7/11, 3/17	Attachment(s):