

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF JUVENILE JUSTICE SERVICES  
POLICY AND PROCEDURES

Policy No: 01-05	Effective Date: 08/11/04	Revision Date: 6/5/17
Subject: Legal Assistance from Attorney General		

**I. Policy Statement**

The Division receives legal assistance from the Office of the Attorney General for formulating policy, advising on cases, interpreting case law and administrative rules, developing and reviewing contracts, and Division representation before courts and other appropriate bodies. A request for legal assistance must be approved by the Division Director or designee.

**II. Rationale**

Due to the complexities of drafting Policy and Procedures, court procedures, interpreting case law, statutes, and contracts, etc., the Division requires the legal expertise of the Office of the Attorney General.

**III. Procedures**

- A. Requests for legal opinions and representation are to be submitted to the Division Director, who reviews and forwards as needed to the Division's assigned attorney with the Office of the Attorney General.
- B. Legal questions from Division facility/program staff regarding law, administrative rules, policy, contracts, and leases, shall be submitted to the Division Director. At the discretion of the Division Director, legal questions may be submitted to the assigned attorney with the Office of the Attorney General for review to ensure legality of form and content. Staff within the state office who work with the Office of the Attorney General, as part of their regular work duties, may directly seek advice from the assigned attorney without explicit permission from the Division Director.
- C. All documents and/or other forms of communication received by Division staff, Board members, Youth Parole Authority members, and Volunteers, imposing or suggesting legal action, lawsuits, including; subpoenas, complaints, summons, and orders to show cause, shall be forwarded to the Division Director no later than the end of the next business day after receipt, for review and coordination with the Office of the Attorney General to provide a proper legal review.

**IV. Continuous Renewal**

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

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This policy has been reviewed by the Board of Juvenile Justice Services, and is approved upon the signature of the Director.



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H. Craig Hall, Chair  
Board of Juvenile Justice Services

6/5/17

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Signature Date



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Susan V. Burke, Director  
Division of Juvenile Justice Services

6/5/17

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Signature Date