



POLICY

SUBJECT: Legal Counsel
NUMBER: MGT-642-18
APPLICABLE TO: All staff

APPROVED: _____ /s/ signature on original
Sam Abed, Secretary
DATE: _____ 8/1/18

I. POLICY

In is the policy of the Department of Juvenile Services to facilitate its employees’ access to legal counsel when, in the performance of their public duties, circumstances so warrant.

II. AUTHORITY

- A. Md. Code Ann., Human Services, §§ 9-203, 9-204, and 9-210
- B. Md. Code Ann., State Gov’t., § 6-106
- C. American Correctional Association (ACA) Standard, 4-JCF-6D-05

III. DIRECTIVES/POLICIES RESCINDED

None

IV. STANDARD OPERATING PROCEDURES

None

V. REVISION HISTORY

DESCRIPTION OF REVISION	DATE OF REVISION
New policy issued.	8/1/18



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PROCEDURES

SUBJECT: Legal Counsel
NUMBER: MGT-642-18
APPLICABLE TO: All staff

APPROVED: _____ /s/ signature on original
Lynette Holmes, Deputy Secretary
DATE: _____ 7/26/18

- I. PURPOSE**
To provide guidelines for staff on how to seek legal counsel when it becomes necessary in the performance of their public duties.
- II. DEFINITIONS**
None
- III. PROCEDURES**
A. General
1. The Attorney General is the legal adviser to the Department, and any employee needing legal advice in relation to the performance of his or her public duties shall seek and obtain that advice from the assistant Attorneys General who have been assigned to the Department by the Attorney General.
 2. Should an employee wish to be represented by the Attorney General in a State or federal legal matter that arises from conduct occurring as part of his or her public duties, the employee shall request that representation utilizing the **Request for Legal Representation (Appendix 1)**.
- IV. RESPONSIBILITY**
Administrators are responsible for implementation and compliance with this procedure within 30 days of issuance.
- V. INTERPRETATION**
The Deputy Secretary for Support Services shall be responsible for interpreting and granting any exceptions to these procedures.
- VI. LOCAL OPERATING PROCEDURES REQUIRED**
No

VII. DIRECTIVES/POLICIES REFERENCED
No policies referenced.

VIII. APPENDICES
1. Request for Legal Representation



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DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review and Understanding

SUBJECT: Legal Counsel
NUMBER: MGT-642-18
APPLICABLE TO: All DJS Employees

I have received and reviewed a copy (electronic or paper) of the above titled policy and procedures. I understand the contents of the policy and procedures.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

SIGNATURE

PRINT FULL NAME

DATE

WORK LOCATION

SEND THE ORIGINAL, SIGNED COPY TO THE DIRECTOR OF THE DJS OFFICE OF HUMAN RESOURCES FOR PLACEMENT IN YOUR PERSONNEL FILE.

REQUEST FOR LEGAL REPRESENTATION

Principal Counsel
Office of the Attorney General
Department of Juvenile Services
120 W. Fayette Street, 5th Floor
Baltimore, Maryland 21201

Re: Case Name: _____

Court: _____

Case No.: _____

Dear Principal Counsel:

Pursuant to § 12-304 of the State Government Article of the Annotated Code of Maryland, I write to request representation by the Office of the Attorney General in the above-referenced matter. I understand that the instant submission is a necessary predicate to representation; that the Attorney General, upon receipt, will commence an investigation into my request; and that it is expected that I will cooperate fully with the Attorney General and his designee during that investigation.

My contact information is as follows:

Position & assignment: _____

Home address: _____

Telephone (work): _____

Telephone (personal): _____

Email address (work): _____

Email address (personal) _____

Sincerely,

(Printed name)

(Signature)

(Date)