ATTORNEY OR COUNSEL
BDD (REGULATION)

PROTOCOL FOR CONTACTING LEGAL COUNSEL

Pursuant to Board Policy BDD (LOCAL) – Attorney or Counsel, the following protocol establishes procedures for contacting and working with the district's legal counsel. This ensures consistent communication, efficiency, and proper oversight.

AUTHORIZED POINTS OF CONTACT

Only the following individuals may directly contact legal counsel on behalf of the district:

- Superintendent
- Deputy Superintendent
- Chief Financial Officer
- Chief of Human Capital
- Chief Communications Officer

APPROVAL REQUIREMENT FOR OTHER CABINET MEMBERS

Cabinet members not listed above must first obtain approval from either the Superintendent or Deputy Superintendent before legal counsel is contacted.

Requests shall be in writing when appropriate and should include a brief description of the issue and the reason legal guidance is needed.

DOCUMENTATION OF REQUESTS

All requests for legal consultation must be documented. Email is acceptable for this purpose.

The approving administrator will determine whether the request is forwarded to legal counsel.

URGENT MATTERS

In the event of an urgent or time-sensitive matter requiring immediate legal input, cabinet members must make direct contact with the Superintendent or Deputy Superintendent for direction.

CONFIDENTIALITY

All communication with legal counsel is privileged and must be treated as confidential. Information or guidance received should only be shared with individuals authorized to receive it.