

MANAGING DIRECTOR'S DIRECTIVE NO. 37

COURT CASES INVOLVING CITY DEPARTMENTS

In order to insure that the City's interests are protected, and that all civil and criminal actions involving City Departments or agencies are vigorously pursued, each City Department or Agency is to designate one individual to act as a coordinator and departmental contact for any court cases or police actions involving the Department. This includes any cases involving theft or destruction of City property, vandalism of City facilities, misuse of City equipment or funds, etc. This individual will act as a liaison with the Police Department, the District Attorney's Office, the Law Department and the Court system to furnish information, respond to correspondence and represent the Department in civil and/or criminal proceedings. It will be the coordinator's responsibility to insure that all requests for information are answered in a timely manner and that cases involving the Department or Agency are aggressively pursued.

Each Department or Agency is to send a memo to the District Attorney's Office, Chief - Juvenile Court Unit - 1801 Vine Street, the City Solicitor's Office - Deputy City Solicitor - General Trials - 8th floor UGI Building, and the Police Department - Legal Counsel - Room 312 PAB - 8th and Race Streets, naming the designated individual. A copy of these memos is to be sent to Anthony Torre, Managing Director's Office - Room 530 M.S.B.



Managing Director

