

**DISCUSSION OF MATTERS WITH ATTORNEYS, INVESTIGATORS, OR
LITIGANTS**

Due to financial cost associated with unauthorized or unqualified opinions, all employees are prohibited from speaking to attorneys, attorney's secretaries, paralegals or investigators without the express authorization of the Law Department. All litigation and potential litigation must be handled through our City Law Department in order to assure the proper coordination of the City's legal defense or advocacy. All letters or requests from attorneys or adversaries should also be forwarded to the Law Department before a response is supplied. If there is any doubt as to whether or not a matter presents a potential legal obligation, please speak to a supervisor immediately.

Any subpoenas received from a legal authority should be reported to the Law Department. This should be done prior to supplying any City documents to any outside agency or prior to the employee appearing at any deposition trial or other legal proceeding. The employee shall be entitled to utilize leave time for an appearance pursuant to a subpoena unless the Law Department shall determine that the appearance is not related to the duties of the employee's position. Notification of absences shall be reported to the employee's department in accordance with existing policies.

Sworn police personnel shall not be required to report a subpoena before testifying in any criminal, traffic or disorderly persons action pending before the Superior Court or the Camden Municipal Court provided, however, that officer shall be subject to the rules and regulations of the Police Department. Code Enforcement personnel may honor a subpoena in any pending code enforcement prosecution or any landlord-tenant action pending in the Superior Court without prior notice to the Law Department.