

ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject: Notifying County Counsel & Risk Management of Pending Litigation **Number:** D 11

Approved: Signature on file **Date:** 06-12-09

POLICY

SSA must notify County Counsel and CEO/Risk Management when a claim, summons, complaint, or other notification of a claim or lawsuit against the Agency and/or the employee in his or her capacity as an Agency employee is received and when a client or any other potential litigant states that (s)he has retained an attorney or if a client is represented by an attorney in such a claim or lawsuit. The Agency employee must advise the potential litigant that he/she cannot discuss the case and that the potential litigant's attorney should contact County Counsel directly to discuss the correct process for SSA to lawfully respond. The SSA employee should avoid interacting with the potential litigant directly, except in the course of their normal duties.