



## ADMINISTRATIVE PROCEDURE

### COMMUNICATIONS REGARDING LEGAL MATTERS

10302

Procedure No.

February 1, 2005

Date

- I. **PURPOSE:** To provide guidelines regarding the requirement of communications and information flow associated with actual or quasi-litigation and involving the school system and/or any employee of the school system acting in an official capacity.
- II. **BACKGROUND:** It is essential that all Chief Administrators, principals, and supervisory personnel notify appropriate personnel immediately upon becoming knowledgeable of actual or threatened litigation of any kind whether in a Court or before an Administrative Agency of Federal, State, or County Government.
- III. **PROCEDURES:** Immediately upon any employee of the Prince George's County public schools becoming aware of any actual or threatened litigation whether in a Court or before and Administrative Agency of Federal, State, or County Government involving the school system, either directly or indirectly, that employee shall notify their direct supervisor or principal who shall then immediately notify in the following order:
  - A. The appropriate Chief Administrator.
  - B. The Office of General Counsel.
- IV. **RELATED PROCEDURES:** None.
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure originates with the Office of General Counsel and will be updated as needed.
- VI. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 10302, dated May 8, 1996.
- VII. **EFFECTIVE DATE:** February 1, 2005.

Approved by:  
André J. Hornsby  
Chief Executive Officer

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11