

# Law Department

## Mission Statement

To provide effective legal services to the Mayor, City Council, City Manager, and city departments and to impartially seek justice in the prosecution of criminal offenses. The Law Department is committed to ensuring a diverse workforce to reflect the community it serves.

## Key Services

Defend the city in all legal actions in all courts, prepare and/or review all city contracts and ordinances, advise and counsel city officials, prosecute criminal cases, and assist crime victims

### Criminal Case Review

**Target: 95%**

**YTD Average: 93.4%**

**Goal:**

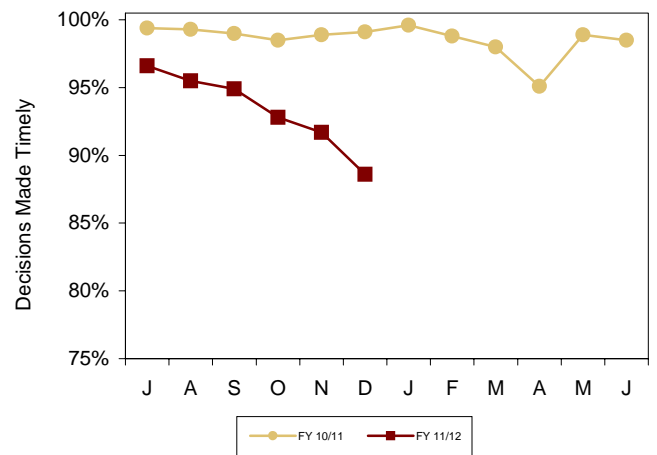
Determine the charges to be filed on criminal cases within 7 days of departmental report (DR) being received

**Target:**

In 95% of the cases submitted, a charging decision made within 7 days of receipt of DR

**Significance:**

To preserve and protect a victim's right to justice.



### Assigned Lawsuits

**Target: 80%**

**YTD Average: 98.0%**

**Goal:**

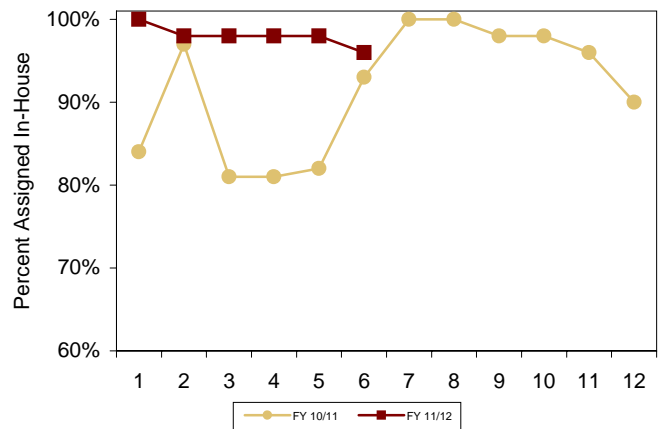
Assign cases/lawsuits to internal staff whenever possible

**Target:**

To assign 80% of lawsuits to in-house attorneys

**Significance:**

By handling lawsuits with internal staff attorneys whenever possible, the city should realize a cost and efficiency savings over hiring outside counsel. Some cases will, however, require outside counsel involvement for legal reasons.



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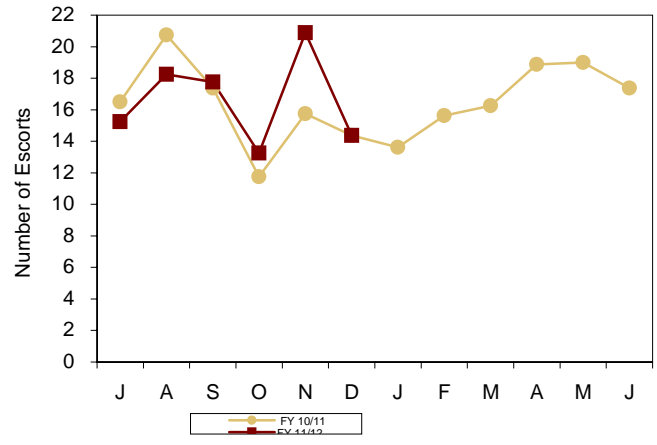
## Court Escorts

<b>Target: 10</b>	<b>YTD Average: 16.63</b>
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**Goal:**  
Provide effective services to crime victims

**Target:**  
Each Victim Advocate will provide, on average, 10 court escorts per month

**Significance:**  
To ensure victims are treated with dignity, fairness, and respect by providing meaningful support information and referrals in the courtroom.



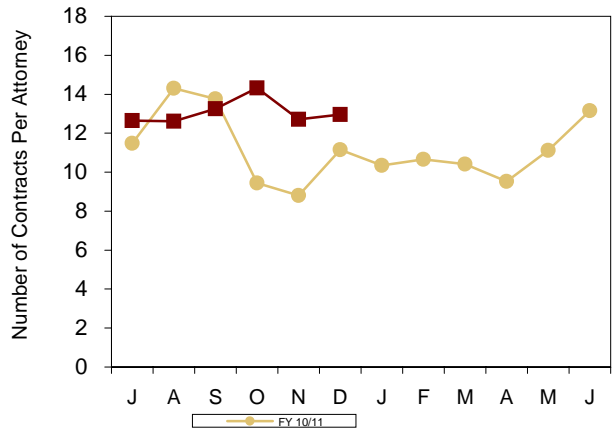
## Contracts Prepared / Reviewed

<b>Target: 7</b>	<b>YTD Average: 13.08</b>
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**Goal:**  
Prepare and/or review city contracts in an effective/efficient manner

**Target:**  
Average of 7 contracts per attorney per month

**Significance:**  
By measuring the ratio of contracts prepared/reviewed to attorney staff we can determine that sufficient resources are available for effective review and prompt turn around time. A higher ratio may negatively impact our effectiveness and timeliness in serving our clients.



## Ordinances / Resolutions Prepared / Reviewed

<b>Target: 3</b>	<b>YTD Average: 2.76</b>
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**Goal:**  
Prepare and/or review city ordinances/ resolutions in an effective/efficient manner

**Target:**  
Average 3 ordinances/ resolutions per attorney per month

**Significance:**  
By measuring the ratio of ordinances/resolutions prepared and/or reviewed to attorney staff, we can determine that sufficient resources are available for effective review and prompt turn around time. A higher ratio may negatively impact our effectiveness and timeliness in serving our clients.

