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

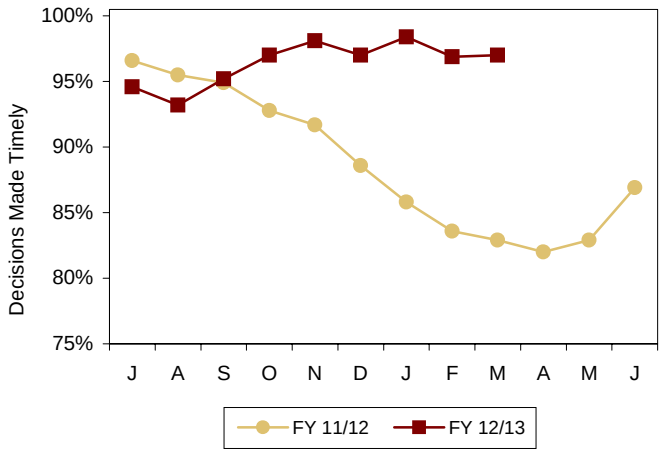
Criminal Case Review

Target: 95% **YTD Average: 96.3%**

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.



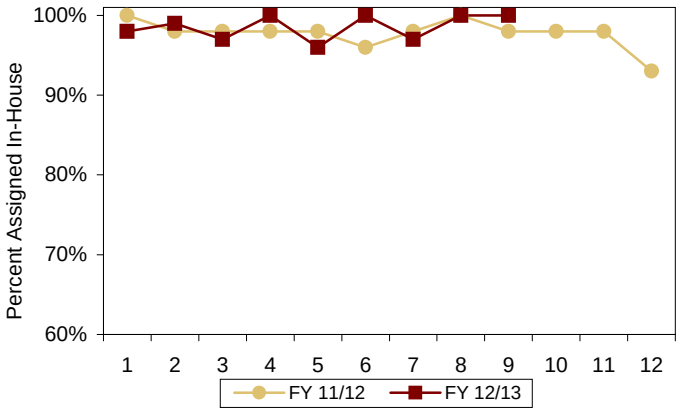
Assigned Lawsuits

Target: 80% **YTD Average: 98.6%**

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.



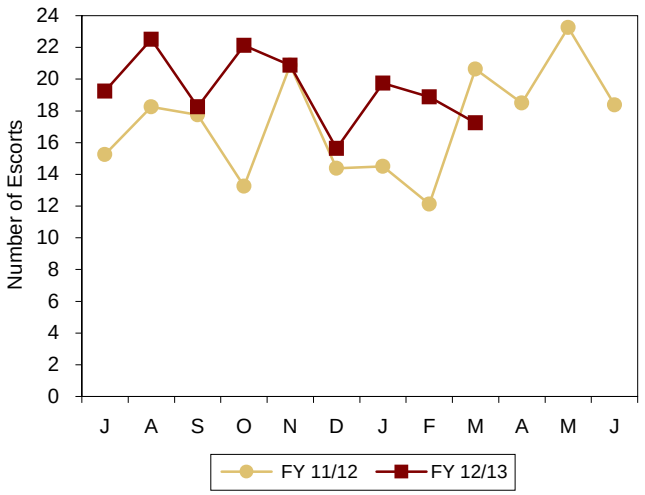
Court Escorts

Target: 10 | **YTD Average: 19.39**

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.



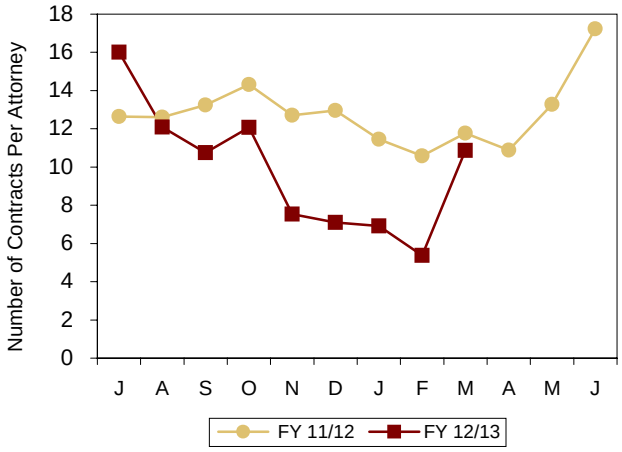
Contracts Prepared / Reviewed

Target: 7 | **YTD Averge: 9.85**

Goal:
Prepare and/or review city contracts in an effective/efficient manner

Target:
Average of 7 contracts per attorney per month

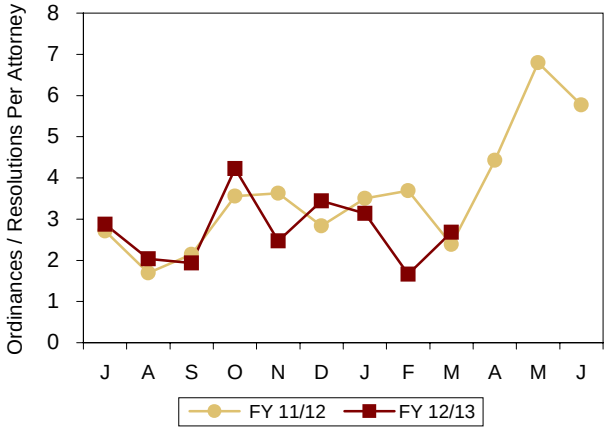
Significance:
By measuring the ratio of contracts prepared/reviewed to attorney staff we can determine that sufficient resources are available for effective review and prompt turn around time. A higher ratio may negatively impact our effectiveness and timeliness in serving our clients.



Ordinances / Resolutions Prepared / Reviewed

Target: 3 | **YTD Average: 2.72**

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.