

COUNTY OF VENTURA	2018 ADMINISTRATIVE POLICY MANUAL	LEGAL CHAPTER VI
Originating Agency: County Counsel	Last Issued <u> </u> / Revised 2018 <u>2018</u> <u>2019</u>	<u>Policy No. Chapter VI - 6</u> CONTRACTS WITH OUTSIDE LEGAL COUNSEL
Policy Change Requires:	<input checked="" type="checkbox"/> Board of Supervisors Approval <input type="checkbox"/> CEO Approval	
Forms Change Requires:	<input checked="" type="checkbox"/> CEO Approval	

POLICY

1. Government Code section 31000 authorizes the Board of Supervisors to contract for certain special services, including legal services, on behalf of the County of Ventura or any County officer or department. That section also authorizes the Board of Supervisors, by ordinance, to direct the purchasing agent to enter into contracts for such services within the monetary limit specified in Government Code section 25502.5 ~~-(currently \$100,000)~~. The Board did so by enacting Ventura County Ordinance No. 4084, which authorizes the County Purchasing Agent to contract for such special services within that monetary limit.
2. Where it is necessary, as in the case where the County Counsel has a conflict of interest, or when it is deemed desirable because specialized legal expertise is required from the private sector, outside legal counsel may be retained by contract, subject to the following limitations:
 - A. All contracts for outside legal services in excess of ~~\$100,000~~ the amount specified in Government Code section 25502.5 shall be approved by the Board of Supervisors.
 - B. All contracts for outside legal services that do not exceed the amount specified in Government Code section 25502.5 ~~\$100,000~~ are within the Purchasing Agent's authority, but are subject to the prior written approval of the County Counsel.
3. Any County officer or employee who contracts for outside legal services without the proper authorization as required in the preceding paragraph may be personally liable on the contract. The County will neither defend nor indemnify an officer or employee who enters into such a contract without proper authorization.