**Policy Statement**

Legal services to employees of the Town of Deep River are provided for matters arising out of an employee’s direct and proper discharge of duties.

**Procedure**

1. An employee, while engaged by the Town of Deep River and in the proper conduct and discharge of his/her duties, who finds that a matter has arisen or may arise that could involve action against the employee and/or the employee and the Town, immediately reports the matter to his/her Department Head giving full particulars of the circumstances.
2. It is the responsibility of the Department Head to immediately report and review the matter with the Clerk and the Town Solicitor(s).
3. Each situation is based upon its individual merits. Legal assistance is made available upon the recommendation of the Department Head, Clerk and the Town Solicitor(s).
4. An employee who chooses to retain legal assistance on their own without reference to the Town, places himself/herself in a position where assistance, either legal or financial, may not be available.