

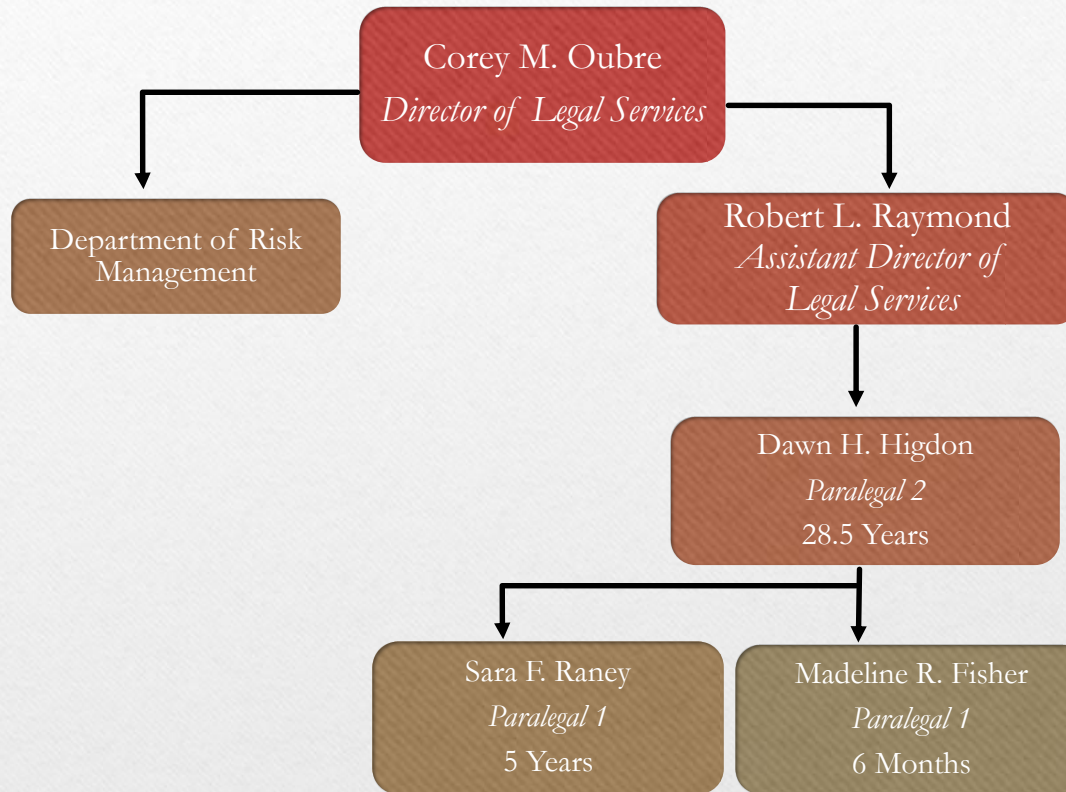
ST. CHARLES PARISH

DEPARTMENT OF LEGAL SERVICES

GENERAL OVERVIEW

- The St. Charles Parish Legal Department is one of the Administrative Departments created by the Home Rule Charter at Section III.C.3.
- The persons who presently operate the Department are the Director, Assistant Director, and Paralegals.
- The Legal Department oversees the Risk Management office and its employees.

ORANIZATIONAL CHART



DUTIES

- The duties of the Legal Department are diverse and entail a variety of disciplines and skills.
- Its largest work loads are supplied by the Planning and Zoning Department, the Public Works and Wastewater Departments, and the Council although Legal is called upon by most of the other Departments as questions and problems arise in their functional areas.

- The Legal Department represents the Parish, the Parish President and the Parish Council on all Legal matters.
- The issues range from giving advice on proposed legislation, contract matters with the Parish, risk management issues, all litigation matters and compliance and regulation of Parish matters with various state, federal, and local laws.

- The Legal Department attends most planning and tactical meetings, responds to legal questions and prepares documents that assist in the execution of plans and projects.
- The Legal Department approves the forms and contents of contracts and bid documents, and on questionable bids, give opinions to the appropriate Departments.

- The Legal Department is charged with the prosecution and enforcement in court of Planning and Zoning Ordinances and after Judgments are rendered, for the execution of those Judgments.
- That entails making Court appearances for as many times that may be necessary to correct code violations.

TOTAL OPEN LEGAL FILES

as of October 26, 2021

141 new files have been opened in 2021.

Of the 141 files:

- 102 files are P&Z Violations
- 1 is Insurance Litigation
- 9 are Acquisitions / Servitudes

110 files have been closed in 2021