The General Counsel is employed by the Pima County Community College District (“College”) in accordance with Arizona Revised Statutes §15-1448. The College expects the General Counsel to conform to the generally accepted standards of the legal profession, including the Arizona Rules of Professional Conduct promulgated by the Arizona Supreme Court. These professional standards include, without limitation, standards of integrity, competence, diligence and communication.

1. The General Counsel reports to and is supervised by the Chancellor; he/she is primarily responsible for providing professional legal services to the College’s Board and employees who are acting in their official capacity in performance of their duties. Whenever the General Counsel provides legal services to the district, including the Chancellor and the Governing Board, professional standards require that his or her legal advice and services be based upon independent professional judgment.

2. The College as a whole entity is the General Counsel’s sole client, regardless of which individual or group represents the district as the General Counsel’s client.
for purposes of any particular communication or representation. The General Counsel owes professional responsibilities to the organization as a whole, including the Governing Board as an entity.

3. Only the Governing Board and the Chancellor are authorized to waive attorney-client privilege.

4. To meet the expectations stated above, the General Counsel shall have direct and independent access to the Governing Board, when necessary in his or her professional judgment.

5. The General Counsel will provide timely legal opinions on proposed policies, contracts, documents and other matters when requested by the Governing Board, the Chancellor or other College executives.

6. The standards of professional conduct set forth in this policy shall apply to any attorney, in addition to the General Counsel, hired by the College.

7. The Chancellor may assign the General Counsel supervision of College functions such as compliance, training, risk management, or other areas. If so, the General Counsel will take reasonable care to clarify when he or she is exercising such administrative responsibility, rather than providing a legal service. When the General Counsel is performing such administrative duties, he or she will be subject to the direct and exclusive supervision of the Chancellor.