

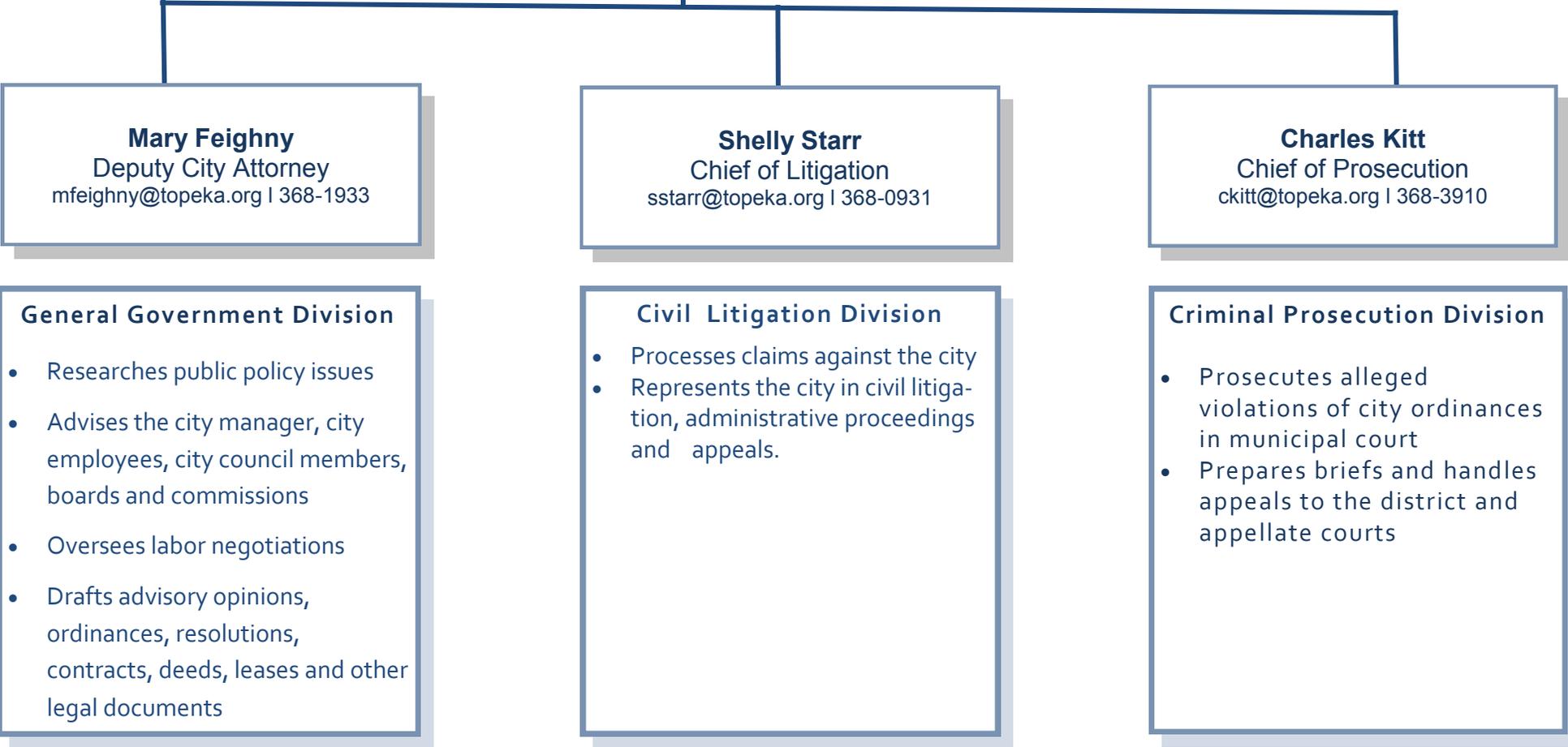
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CITY
OF
TOPEKA

LEGAL DEPARTMENT

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- General Government Division**
- Researches public policy issues
 - Advises the city manager, city employees, city council members, boards and commissions
 - Oversees labor negotiations
 - Drafts advisory opinions, ordinances, resolutions, contracts, deeds, leases and other legal documents

- Civil Litigation Division**
- Processes claims against the city
 - Represents the city in civil litigation, administrative proceedings and appeals.

- Criminal Prosecution Division**
- Prosecutes alleged violations of city ordinances in municipal court
 - Prepares briefs and handles appeals to the district and appellate courts

THE TOPEKA LEGAL DEPARTMENT

The mission of the Legal Department is to provide efficient legal services of the highest standard to the City of Topeka, as embodied by the city manager, governing body, city employees, boards and commissions, to achieve success.