



General Counsel Services


**Presented by: Sam Light, Deputy
Executive Director / General Counsel**



General Counsel Services for Members

- Elected and appointed official trainings (e.g., public official roles, open meetings, ethics, governing body best practices, public hearing procedures, etc.).
- Staff trainings (e.g., respectful workplace conduct, contracting essentials, supervisory skills, etc.).
- Articles, webinars, manuals, publications, and other materials.
- Review and comment on drafts of members' policies, contracts, and other documents from CIRSA's risk management perspective.
- Access to sample/template policies and provisions on common issues (e.g., liability waivers, employee handbook provisions, executive session script, etc.)

CIRSA Liability Hotline



The flyer features a dark blue header with a white telephone icon and the text "Liability Risk Management **HOTLINE**". Below this, it lists various liability risk categories and provides contact information for the hotline. The footer includes the CIRSA logo and the slogan "SAFER TOGETHER".

Liability Risk Management **HOTLINE**

Do you have questions about liability risks related to:

- Employee Termination and Discipline Issues
- Personnel Policies or Personnel Management
- Public Works, Parks and Rec or Police Liability
- Conducting Quasi-Judicial Proceedings
- Zoning or Land Use Liability
- Drug Testing Policies
- Marijuana – Related Issues

Call CIRSA's Liability Risk Management Hotline and Sam Light, CIRSA General Counsel, can assist. The Hotline is a free service to CIRSA Property/Casualty members to help you identify, manage and avoid potential claims, and assist with your municipal liability questions.

CONTACT THE LIABILITY RISK MANAGEMENT HOTLINE IF:

- you're considering taking an employment action that could lead to liability;
- you'd like a policy or contract document reviewed from CIRSA's liability risk management perspective;
- you'd like help identifying options for handling a potential claim situation;
- you need to get up-to-speed on a current municipal liability issue; or
- you just need to bounce an idea or issue off a neutral source.

Please Note: At CIRSA's discretion, a courtesy contact may be made by CIRSA to the member's chief administrative officer and/or legal counsel to inform them of any Hotline inquiry. The Hotline is not a substitute for legal advice from the member's municipal attorney.

To make an inquiry, or if you have questions, please contact General Counsel Sam Light at 720-605-8002 or 1-800-228-7136, or saml@cirsa.org.

CIRSA
SAFER TOGETHER

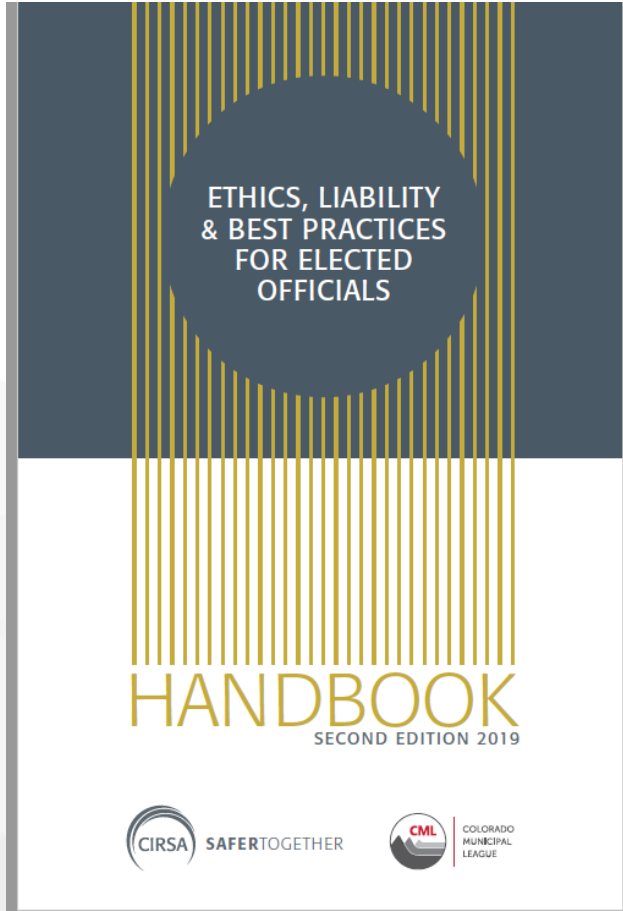
CIRSA Liability Hotline

**1-800-228-7136 or
720-605-8002**

The Liability Hotline is an additional resource for CIRSA members for risk management consultation and is not a substitute for legal advice from your entity's own attorney.

<https://www.cirsa.org/wp-content/uploads/2020/04/Liability-Hotline-2020.pdf>

Resources



CIRSA Elected Officials Resources:

<https://www.cirsa.org/safety-training/elected-officials/>

CIRSA Elected Officials Handbook:

<https://www.cirsa.org/wp-content/uploads/2019/06/EthicsLiabilityBestPracticesHandbookForElectedOfficials.pdf>

Law Enforcement Information & Resources:

<https://www.cirsa.org/law-enforcement/>

The CIRSA Blog: <https://www.cirsa.org/blog/>

Orientation Webinars: <https://www.cirsa.org/join-cirsa/cirsa-orientation/>

Resources



CIRSA PUBLIC OFFICIALS LIABILITY ALERT

Published by the CIRSA General Counsel's Office

SAFER TOGETHER

**Check Your Website's Accessibility for ADA Compliance-
A Claim May Be Just Clicks Away**

THE CIRSA BLOG

Handling Interactions with Angry Citizens¹

CIRSA
SAVE THE DATE
GENERAL MEMBERSHIP MEETING

WEDNESDAY JUNE 28, 2023
NOON - 3:00 P.M.

**Gaylord Rockies Resort &
Convention Center**

6700 North Gaylord Rockies Boulevard, Aurora, CO 80019

We hope that you can join us!



The Law of Civility

Presented by Sam Light, CIRSA General Counsel



Tips for Every Member to Effectively Manage Liability Risks

- Develop and embrace an appropriate organizational climate. At every level and in every area of your operations, your organizational culture and climate significantly affects your entity's risks.
- Commit to “best practices” that help further success and, in turn, reduce liability risks:
 - Have appropriate and up-to-date policies and procedures in place--and insist folks follow them.
 - Provide frequent and appropriate training throughout the organization.
 - Have your radar on to spot potentially risky/hazardous practices, conditions, and situations. When you spot them—address them promptly!

Tips for Every Member to Effectively Manage Liability Risks

- As public entities, commit to core “good government” principals:
 - Openness and transparency.
 - Evenhandedness and fundamental fairness.
 - Civility and mutuality of respect.
- Assign appropriate staff to address and manage claims and claim situations.
- Seek assistance and use resources available to you. Contact CIRSA as needed or desired. We are safer together!

Conclusion

Please feel free to contact us with any questions or if we can be of assistance:


Sam Light, Deputy Executive Director/General Counsel

saml@cirsa.org

720-605-8002

On-line scheduling tool:

[saml@cirsa.org](#) [sam-light/](#)



Online Scheduler for Sam Light
Schedule a member training or
Liability Hotline consultation
[Access the Online Scheduler](#) >

CIRSA Office – Main Number
303.757.5475 or 800.228.7136

