



**DEPARTMENT OF FAIR EMPLOYMENT
AND HOUSING
ENFORCEMENT DIVISION
*DIRECTIVE***

**DIRECTIVE
NUMBER
106**

**DISTRIBUTION
DATE
October 1, 1998**

1. **SUBJECT:** **GUIDELINES ON ATTORNEY VISITS TO DISTRICT OFFICES**
2. **PURPOSE:** To set forth the procedures for routine office visits by Department of Fair Employment and Housing (DFEH) attorneys to the District Offices.
3. **BACKGROUND:** Routine visits of attorneys to their assigned District Offices are for the purpose of providing information to the Enforcement Division staff and guidance on specific cases that may be accusation worthy or unusually complex. The following are guidelines for these visits:
4. **GUIDELINES:**
 - A. An office visit should be scheduled every four to six weeks. The scheduling is a responsibility mutually shared by the District Administrator and the assigned attorney.
 - B. The Chief Counsel is responsible for ensuring the quality and consistency of the attorneys' presentations.
 - C. The District Administrators are responsible for identifying specific cases which might benefit from legal input during the District visit.
 - 1) Two weeks before the visit, Consultants will be asked to submit to the District Administrator cases that are either troublesome because of their complexity or potentially accusation worthy.
 - 2) The District Administrator will make the decision as to whether a case would benefit from legal input. Any case that appears to be accusation worthy should be seen by the assigned attorney.
 - 3) The District Administrator will participate in all discussions of cases. Advice given on a case will be recorded by the assigned Consultant pursuant to Directive 301, "Maintenance of Case Files."

- 4) When a potentially accusation worthy case is identified, the District Administrator will participate in the discussion of the case with the assigned attorney and Consultant. It is recognized that potential accusation worthy cases may require additional discovery. The objective of this review is:
 - a) to ensure that the investigation is proceeding properly;
 - b) to identify cases appropriate for formal discovery;
 - c) to assist Enforcement Division staff in developing interrogatories, subpoenas, and other discovery tools, as appropriate; and
 - d) to reach agreement on the scope of the remedy when the case is ready for formal conciliation.

D. The District Administrator will report on Legal office visits as part of the quarterly report submitted to the Regional Administrator.

5. **APPROVAL:**

Nancy C. Gutierrez, Director

Date