

September 28, 2017

**A&BS SENIOR MANAGEMENT COMMITTEE**

RE: Legal and Investigative Services

Please note the following advisement on the contracting of legal and investigative services.

Per Regents Bylaw 23.5(b), only the UC General Counsel can hire attorneys to represent The Regents (and their agents who include UCI employees). The Chief Campus Counsel has been delegated this authority to hire outside counsel for campus matters. He/she must comply with complex processes relative to this outside counsel work, including budgeting, reporting of status, and billing. Extensive compliance measures are in place to manage costs as well.


Regarding investigative services, only certain offices on campus are designated as investigators/fact finders for specific areas. For example, only the Title IX office in OEOD (or their designee) may investigate sexual harassment/sexual violence cases. As a general matter, investigations are coordinated by UCI's Locally Designated Official (LDO), Kirsten Quanbeck, who is frequently engaged with internal audit, medical center compliance, student conduct, human resources, UCI Police Department (on criminal matters) and other campus units that need to conduct investigations.

If there is a need for an outside (UCI or UC) investigator, the LDO coordinates and arranges for these services. If the investigator is an attorney, Campus Counsel works with the LDO to make sure that they do not otherwise represent the University in legal matters, and they understand that they are not providing legal advice (and thus their work is not protected by the attorney/client privilege).

Finally, when an action or settlement is resolved with a financial payment, the department itself bears that cost.

If your unit needs to engage services for investigations or legal work, we should first seek the expertise of Chief Campus Counsel and obtain his/her approval. Thank you in advance for notifying my office of your needs in this area; we will work together to obtain the proper approval. Please share this message with your teams with my thanks for your understanding and cooperation.

Much appreciation,



Ronald S. Cortez, JD, MA  
Vice Chancellor

cc: Rick Coulon, Associate Vice Chancellor  
Diane Geocaris, Chief Campus Counsel

