

THE MANUAL: OFFICE PROCEDURES

Now that the terms of employment have been fully addressed, the procedures for working in your office should be outlined. This portion of the manual should provide the employee with detailed instruction of how to perform their duties as well as instruction in performing the duties of someone else if needed.

SECURITY

Because a law firm handles confidential information, maintaining security is imperative. Of biggest concern today is electronic security for computer systems and files. (Please see our handout on "Email, Internet and Wireless" in the Risk Management Resources section of our website for more information on developing policies regarding electronic file policies.)

Another aspect of security is the proper disposal of confidential information. Shredding policies for documents should be addressed. If your firm employs a disposal company to shred documents for you, placing confidential documents in secure containers until it is picked up to be shredded should be stressed. Leaving confidential information in a recycle box to be emptied later could be a liability should someone gain access to your office.

To prevent unauthorized access to your office, outline opening and closing procedures that provide security for your staff and your confidential information. Physical access to the office was described in the office structure section, but reiterate security procedures as part of the maintaining confidentiality process.

EMERGENCY OR DISASTER

Hopefully never to be needed, every office needs an emergency and/or disaster plan. Natural disasters such as hurricanes or flooding should be addressed, but modern disasters such as server crashes must be

Another portion of emergency planning is the procedure for an on the job emergency. Describe the procedure for reporting injuries. If the incident is a worker's compensation claim, include information regarding proper procedures for notifying management.

REPRESENTING FIRM

This section furthers the basic code of conduct outlined in the personnel policies. Provide instruction regarding the proper way to greet clients and answer the telephone. While these simple gestures may be second nature to some, having guidelines will present a uniform image of the office.

Maintaining confidentiality is another portion of representing firm. This requires no watercooler gossip within earshot of clients who are visiting the office. Remind employees that they are not allowed to discuss cases in front of clients.

REPRESENTING CLIENTS

Of course the most important function of a law firm is the representation of clients. This section describes the proper office procedures for engaging and declining representation. Referring cases to third party lawyers should be delicately handled, for example, when your firm cannot accept a case.

The proper use of engagement letters is crucial for establishing client relationships. Be sure staff know the procedures for using engagement, non-engagement and dis-engagement letters so that representations are clearly established from start to finish. These letters can greatly reduce the headaches caused by misunderstandings between clients and attorneys. (For more information, including sample letters, please see our "Attorney-Client Relationships" handout in the Risk Management Resources section of our website.)

Office Procedure Manual Sample

Judy Kronenberger, Julie Ledbetter



Office Procedure Manual Sample:

This book delves into Office Procedure Manual Sample. Office Procedure Manual Sample is a crucial topic that needs to be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Office Procedure Manual Sample, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:

- Chapter 1: Introduction to Office Procedure Manual Sample
- Chapter 2: Essential Elements of Office Procedure Manual Sample
- Chapter 3: Office Procedure Manual Sample in Everyday Life
- Chapter 4: Office Procedure Manual Sample in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, this book will provide an overview of Office Procedure Manual Sample. This chapter will explore what Office Procedure Manual Sample is, why Office Procedure Manual Sample is vital, and how to effectively learn about Office Procedure Manual Sample.
3. In chapter 2, this book will delve into the foundational concepts of Office Procedure Manual Sample. The second chapter will elucidate the essential principles that need to be understood to grasp Office Procedure Manual Sample in its entirety.
4. In chapter 3, this book will examine the practical applications of Office Procedure Manual Sample in daily life. This chapter will showcase real-world examples of how Office Procedure Manual Sample can be effectively utilized in everyday scenarios.
5. In chapter 4, this book will scrutinize the relevance of Office Procedure Manual Sample in specific contexts. This chapter will explore how Office Procedure Manual Sample is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, the author will draw a conclusion about Office Procedure Manual Sample. This chapter will summarize the key points that have been discussed throughout the book.

This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Office Procedure Manual Sample.

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