

STATE OF MICHIGAN
DEPARTMENT OF ATTORNEY GENERAL



DANA NESSEL
ATTORNEY GENERAL

**Employee Acknowledgment
Attorney General Policies and Procedures**

Welcome to the Department of Attorney General!

The Department of Attorney General's Policies and Procedures can be found on the Department's SharePoint site [Policies and Procedures \(sharepoint.com\)](https://sharepoint.com). The site contains the Department's Policies and Procedures and applicable Civil Service Rules and Regulations.

All new employees are required to attest to the following before signing this document:

I understand the Departments Policies and Procedures may be amended and supplemented. When this occurs, an email is sent to all staff notifying them of the update.

I further acknowledge I am responsible for reviewing and understanding the Departments Policies and Procedures and am bound by the policies and procedures, applicable Civil Service Commission Rules and Regulations. Questions regarding Policies and Procedures can be directed to your supervisor, Division Chief, or the PREP Board.

I further acknowledge I understand the Department's Rules of Professional Conduct (where applicable) [Michigan Rules Of Professional Conduct](https://michigan.gov) and the collective bargaining agreements (where applicable) [Current Collective Bargaining Agreements \(michigan.gov\)](https://michigan.gov) and that violation of any of these policies may result in corrective action up to and including dismissal.

In signing this document, I am aware the original will be placed in my personnel file for the duration of my employment with the Department of Attorney General.

Name (printed): _____

Signature: _____

Date: _____