



STATE OF INDIANA

INDIANA PUBLIC DEFENDER COUNCIL

309 West Washington Street, Suite 401
Indianapolis, IN 46204-2725
Telephone: (317) 232-2490
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MEMORANDUM

TO: IPDC Board
FROM: Michael Moore
RE: Materials to aid in the development of bylaws
DATE: September 14, 2020, Board Retreat

IPDC currently has a Personnel and Policy Manual (PPM). A copy of which is attached. The PPM contains personnel matters as well as board protocol. IPDC Board has over the years engaged in an effort to draft Board bylaws, however, none have been adopted. IPDC staff recommends that IPDC Board adopt bylaws. Separately, a personnel handbook will be adopted.

To aid in consideration, attached, please find:

- Item A - sample bylaws generated by staff;
- Item B – draft bylaws and bylaws history provided by David Hennessy; and
- Item C – current Personnel and Policy Manual

INDIANA PUBLIC DEFENDER COUNCIL
BYLAWS

ITEM A

**Indiana Public Defender Council
309 W. Washington St., Suite 401
Indianapolis, IN 46204-2725**

Dated: _____

ARTICLE I
MISSION, ORIGIN, STATUTE

Section 1 Mission Statement. The mission of the Indiana Public Defender Council shall be to further the practice of criminal defense and child welfare law in the most efficient and professional manner and to operate for the mutual benefit of all public defenders, contractual pauper attorneys and other court-appointed attorneys regularly appointed to represent indigent adults and children.

Section 2 Services. The Council fulfills its mission by providing the following services:

- (a) Training;
- (b) Technical assistance
- (c) Publications;
- (d) Research;
- (e) Consultation on strategy and tactics;
- (f) Sentencing and mitigation support;
- (g) Technical assistance on office automation and information systems; and
- (h) Liaison contact with the General Assembly, study commissions, organizations and governmental entities.

ARTICLE II
MEMBERSHIP

Section 1. Eligibility. The membership of the Council consists of all public defenders, contractual pauper counsel, and other court appointed attorneys regularly appointed to represent indigent adults and children. For purposes of determining membership in the Council, “other court appointed attorneys regularly appointed to represent indigent defendants” means any attorney who is appointed to represent indigent defendants pursuant to a uniform system of periodic appointments or is on the list maintained by the Public Defender Commission of attorneys qualified to be appointed in a capital case under Criminal Rule 24 and is willing to accept such an appointment.

Section 2. Admission to Membership. Admission to membership shall be:

- (a) by application upon forms provided by the Council; and,
- (b) upon payment of annual dues, if any, as determined by the Council’s Board of Directors.

ARTICLE III
BOARD OF DIRECTORS AND OFFICERS

Section 1. Pursuant to Ind. Code § 33-40-4-3, there shall be a Board of Directors.

Section 2. The Board of Directors shall be composed of (11) members, ten (10) of whom shall be elected by the entire membership of the council. The eleventh member is the state public defender appointed under Ind. Code § 33-40-1-1.

Section 3. Term. Each elected member of the Board of Directors shall serve for a term of two (2) years.

Section 4. Officers. The officers of the Board of Directors shall be the Chair, Vice-Chair and Secretary.

Section 5. At-large. Board members serve at-large and not pursuant to any geographic division of the state.

Section 6. Duties. The Board of Directors shall have the following duties:

- (a) Appointment, support and monitoring the Council's executive director;
- (b) Clarify the mission of the organization;
- (c) Approve long term plans;
- (d) Ensure financial stability;
- (e) Assess board performance;
- (f) Oversees the administration and monitoring of grants; and,
- (g) Conduct regular meetings.

ARTICLE IV

ELIGIBILITY, NOMINATION AND ELECTION OF BOARD MEMBERS

Section 1. Annual Election. The Council shall hold an annual election of five members to serve on the Board of Directors. The election shall occur on the date of the Council's Annual Update Conference or another time as determined by the Board of Directors.

Section 2. Eligibility. Any member of the Council, as described in Article II, is eligible to be a candidate for the board. Any candidate is likewise eligible to vote for the board at the election or by absentee ballot in accordance with procedures set by the board.

Section 3. Nominating Committee. The board may authorize the appointment of a nominating committee for the purpose of recruiting and recommending candidates for the board.

Section 4. Nomination of Board Candidates. Nomination shall be as follows

- (a) By not later than _____ days before the Council's Annual Update Conference, the Council shall open nominations and make available any forms and processes for candidates to submit their intentions to be considered as a candidate.

Commented [MM1]: In 2019, this opened 3/1—98 days from the annual update.

- (b) By not later than ____ days before the Council's Annual Update Conference, any member described in Article II who is in good standing and wishes to be considered as a candidate must submit a notice in the manner or form prescribed by the Council.
- (c) The Council shall make available absentee ballots not later than _____ days before the Council's Annual Update Conference and shall close absentee voting no later than ____ before the Annual Update Conference.
- (d) At the Annual Update Conference, any member described in Article II who is in good standing and present shall be entitled to vote during the times determined by the Council's Board of Directors.

Commented [MM2]: In 2019, this was 43 days before annual.

ARTICLE V VACANCIES

Section 1. Vacancy of Chair. In the event of a vacancy in the office of Chair, the Vice-Chair shall automatically become Acting Chair until such time as the next annual election. Vacancy of the Vice-Chair shall be filled by appointment by the Chair with the consent of a majority of the members of the Board of Directors for the unexpired term of such office.

Section 2. Vacancies. Any other vacancy not occurring as a result of the events described in Section 1 shall be filled by the Chair with the consent of a majority of the existing members of the Board of Directors for the unexpired term of such office.

ARTICLE VI REGULAR AND SPECIAL MEETINGS

Section 1. Regular Meetings. The Board of Directors shall meet at least one time each quarter. A regular meeting of the Board of Directors shall be held on the _____ day of the _____ month of each quarter.

Section 2. Special Meetings. Special Meetings may be called by the Board Chair and shall be called when:

- (a) the Chair determines that such a meeting should be called;
- (b) a majority of the board members vote to call such a meeting; or,
- (c) a written request to hold a special meeting is made by at least three members of the Board of Directors when:
 - i. the written notice includes the date, time and place for said meeting;
 - ii. the written notice is made at least forty-eight (48) hours prior to the date and time of the date of the special meeting is requested to take place;

- iii. and there is sufficient time to comply with the requirements of Ind. Code § 5-14-1.5-1 et seq (Indiana’s Public Meetings/“Open Door” Law)

Section 3. Quorum. A presence of a majority of the members of the Board of Directors shall constitute a quorum for the transaction of any business.

Section 4. Order of Business. The order of business of meetings of the board shall be as follows:

1. Roll call.
2. Review and approval of the minutes of the preceding meeting.
3. Reports of officers.
4. Reports of committees.
5. Report of Executive Director
6. Report of Assistant Executive Director
7. New business.
8. Adjournment.

ARTICLE VII DUTIES OF OFFICERS AND TERMS

Section 1. Board Officers and Terms. Officers of the board shall be elected by the board at the first board meeting following the annual election. Officers serve for a term of one (1) year and may serve for an additional consecutive term. No officer may serve for more than two (2) terms, consecutively.

Commented [MM3]: Was this the intent of the original language?

Section 2. Chair. The Chair shall preside at all meetings of the Board of Directors and shall have such other powers and shall perform such other duties as usually pertain to the office of a presiding officer. With the advice and approval of the Board of Directors, the Chair shall appoint all committee members and designate the Chairs thereof.

Section 3. Vice Chair. The Vice Chair shall perform all the duties of the Chair during the Chair’s absence or disability and such other duties as the board of directors may prescribe.

Section 4. Secretary. The Secretary keeps or causes to be kept a true and complete record of the proceedings of all meetings, and such other duties as the board of directors may prescribe.

Section 7. Executive Director. The Board of Directors shall prescribe such powers and duties for the executive director as they may by written resolution deem necessary, which powers shall be in additions to those prescribed by law.

ARTICLE VIII. AMENDMENTS

Section I. Amendments to By-Laws. These By-Laws may be amended in accordance with the

following procedure:

- a) _____

ARTICLE VIII
GIDEON AND GAULT AWARDS

Section 1. Purpose of awards. The Gideon and Gault Awards were established by the Board of Directors of the Indiana Public Defender Council to annually recognize a lawyer who has demonstrated an outstanding degree of commitment, competency, and professionalism in representing adult and youth clients. The awards are named in honor of the U.S. Supreme Court’s decisions in *In re Gault* and *Gideon v. Wainwright*, which established the right to counsel in adult criminal and juvenile delinquency cases.

Section 2. Who may nominate. Any member described in Article II who is in good standing and is not a member of the Board of Directors may nominate an attorney for the Gideon and/or Gault awards.

Section 3. Nomination form. The Council shall establish the form and process

Section 4. Nomination of Gideon/Gault Candidates. Nomination shall be as follows

- (a) By not later than _____ days before the Council’s Annual Update Conference, the Council shall open nominations and make available any forms and processes for members to nominate a candidate.
- (b) By not later than _____ days before the Council’s Annual Update Conference, any member described in Article II who is in good standing and wishes nominate a candidate must submit a notice in the manner or form prescribed by the Council.
- (c) At a meeting immediately preceding the Council’s Annual Update Conference, the Board of Directors shall meet and choose the recipient of both the Gault and Gideon awards. The recipients shall be selected by majority vote of the Board of Directors.

Section 5. Eligibility to receive award. An employee or contractor of the Council is ineligible to be nominated for and receive either the Gault or Gideon award.

Commented [MM4]: In 2019, this was 43 days before annual.

Commented [MM5]: Need reviewed. What about past recipient?

SECTION 3

3. Membership

3.1 Members

Under I.C. 33-40-4-2, membership of the Council consists of all public defenders, contractual pauper counsel and all attorneys regularly appointed to represent indigent defendants.

For purposes of determining membership in the Indiana Public Defender Council, “other court appointed attorneys regularly appointed to represent indigent defendants” in IC 33-40-4-2 means any attorney who is appointed to represent indigent defendants pursuant to a uniform system of periodic appointments or is on the list maintained by the Public Defender Commission of attorneys qualified to be appointed in a capital case under Criminal Rule 24 and is willing to accept such an appointment.

At the Board Retreat on 9-27-14, the Board Chair, Lorinda Youngcourt, asked me to research the history of the Council's by-laws to determine when they were adopted and whether they were repealed or just superseded by the IPDC Policy and Procedure Manual. Although we have covered this information before, for the benefit of the new members the following is the information contained in the IPDC Board minutes and files:

6-3-78: By-laws adopted by Board.

6-23-78: By-Laws adopted by members.

6-29-81: Board approved amendments to by-laws, to be submitted to members on 8-21-81.

8-21-81: The agenda for the Annual Meeting lists the amendments to the by-laws. We have nothing in our files to indicate what action, if any, was taken at that meeting.

7-22-89: IPDC Personal & Policy Manual was adopted for the first time.

Although we have no record of the by-laws amendments being approved at the meeting of members on 8-21-81, I think it is reasonable to assume that the proposed amendments were approved because the by-laws in our files reflect the proposed changes in 1981 which included deleting the provisions that the State Public Defender was also the Executive Director of the Council. There is nothing in the board minutes to indicate that the by-laws were ever revoked or repealed. Nor is there any mention of the by-laws in the board minutes from 6-29-81 until the issue of by-laws was raised in 2014.

As I mentioned previously, somewhere in the 1980's I was informed by the Attorney General's office that we did not need to have by-laws and we could do everything we needed to do as a state agency by adopting a Policy and Procedure Manual which did not need to be approved by the members. That is what we did in 1989, and have been operating that way ever since.

If the Board desires to proceed with by-laws, I think the first issue that needs resolution is whether they need to be approved by the members as required in by-laws as they existed in 1981.

Larry Landis

For the next year a committee chaired by Gojko Kasich worked on amending the by-laws. I have the 5th draft from September 2015 but believe there were more. Eventually Bob Hill decided they weren't needed and mustered a majority of a quorum to kill the effort. Mr. Kasich mostly and the committee had dedicated hours to the effort because it was a majority of the board that wanted updated by-laws. They were disheartened about the time they had spent on an apparent whimsy.

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If the Board desires to proceed with by-laws, I think the first issue that needs resolution is whether they need to be approved by the members as required in by-laws as they existed in 1981.

If the decision is to proceed with by-laws, I recommend that the following issues be addressed:

1. A definition of “other court appointed attorneys regularly appointed to represent indigent defendants” in IC 33-40-4-2 and Article I, Section 2 of the by-laws;
2. The description of “Purpose” in Article II, Section 1; and
3. Whether non-members are eligible to serve on the board of directors in Art. III, Section 1?

Larry Landis

**BYLAWS OF THE
INDIANA PUBLIC DEFENDER COUNCIL**
[5th draft of suggested revisions/amendments]

ARTICLE I. NAME, MEMBERSHIP, AND DUES

Section 1. Name

The name of this organization shall be the Indiana Public Defender Council.

Section 2. Membership

Each full, part-time, and conflict public defender; contractual pauper counsel; and other court appointed attorney regularly appointed to represent indigent defendants in the judicial circuits in the State of Indiana shall, by virtue of their holding of said office and position, be members of this Council.

“For purposes of determining membership in the Indiana Public Defender Council, ‘other court appointed attorneys regularly appointed to represent indigent defendants’ in IC 33-40-4-2 means any attorney who is appointed to represent indigent defendants pursuant to a uniform system of periodic appointments or is on the list maintained by the Public Defender Commission of attorneys qualified to be appointed in a capital case under Criminal Rule 24 and is willing to accept such an appointment.”

Section 3. Dues

The respective members of the Council shall become members by virtue of their office and position, as provided within Section 2 of this Article, and shall not be assessed any dues

ARTICLE II. COUNCIL - PURPOSE. DUTIES AND NONPARTISANSHIP

Section 1. Purpose

The purpose of the Indiana Public Defender Council shall be to further the practice of criminal defense law in the most efficient and professional manner and to operate for the mutual benefit of all public defenders, contractual pauper attorneys and other court-appointed attorneys regularly appointed to represent indigent defendants.

Section 2. Duties

The Council shall assist in the coordination of the duties of the attorneys engaged in the defense of indigents at public expense; prepare manuals of procedure; assist in the preparation of trial briefs, forms and instructions; conduct research and studies of interest or value to all such attorneys; and maintain liaison contact with study commissions and agencies of all branches of local, state and federal government that will benefit criminal defenses as part of the fair administration of justice in Indiana.

Section 3. Nonpartisanship

While it is recognized that the membership is composed of different political parties, this Council shall not in any way operate as a partisan political group.

ARTICLE III. COUNCIL DIRECTORS. DUTIES, VACANCIES, MEETINGS, QUORUM, ORGANIZATION AND ORDER OF BUSINESS

Section 1. Directors

The governing body of this Council shall consist of a Board of Directors, composed of eleven (11) members; ten (10) of whom shall be elected by the entire membership of the Council. Five [5] members shall be elected in calendar years ending in an odd number, and five [5] members shall be elected in calendar years ending in an even number [including "0"].

"It is not a requirement that an elected director be a member of the Council, but must be a practicing criminal defense attorney with no less than 70% of their practice dedicated to same."

The election of five [5] directors each year shall be via vote of the Membership as defined above. Members shall vote by placing their ballots in the ballot boxes that will be placed at the location of the Annual Update seminar, or they can vote via mailed or faxed ballot so long as the ballots are RECEIVED in the offices of the Indiana Public Defender Council by the close of business on the Wednesday prior to the Annual Update seminar held each year.

The ballots shall be counted during the lunch hour of the Annual Update seminar, and shall be announced in the afternoon and then posted thereafter on the IPDC website.

Unless filling a vacancy as set forth below, Members elected to the Board of Directors shall be for a period of two (2) years or until the completion of the term of the retiring member so as to facilitate the purposes of this section. Nominations for positions on the Board of Directors shall be at large and not pursuant to any geographic division of the state. Members of the Board of Directors shall be elected by the entire membership of the Council. Said election shall be conducted at the annual summer meeting of the membership and the newly elected Directors shall assume the duties of their office immediately following said election.

All candidates who seek a position on the board of directors shall sign an acknowledgment that they understand the “triggering events” set forth below in Section 3, and that they agree to abide by the

The Public Defender of Indiana shall also serve as a member of the Board of Directors. The Board of Directors shall elect a Chairman, Vice Chairman and Secretary.

Section 2. Duties of the Board of Directors

The Board of Directors shall have the management and control of the business of the Council. It shall have the authority to employ staff as necessary to carry out its purpose and to appoint committees.

Section 3. Vacancies

Any vacancies that shall occur in the Board of Directors shall be filled by the remaining Directors for the duration of the unexpired term of any such vacancy.

In addition a vacancy shall occur upon the occurrence of a “triggering” event that would disqualify a director. If a “triggering event” occurs, no resignation letter necessary to have vacancy declared; it is deemed to be “automatic.”

A triggering event shall include:

1. *Director is appointed or elected to be a judge [or other judicial officer with criminal or juvenile jurisdiction] or prosecutor*
2. *Director’s license to practice law is suspended*
3. *Retires or no longer practices Criminal law*

If a vacancy occurs within 180 calendar days of the last board election, the highest vote getter in that election who was not elected to the Board will be contacted, and if she or he agrees, will automatically be selected to vacancy.

If the vacancy occurs 181 days or later after the most recent board election, the vacancy shall be filled within 60 days of the date of vacancy. Notice of the vacancy shall be posted for the membership within five [5] business days, advising said member that applications to fill the vacancy may be submitted within 30 days after the date of posting.

After the 30 day application period has ended, a phone conference held by board as soon as reasonably possible, but no longer than the 60th day following posting of the vacancy. The names of the applicants shall be read, and votes taken. The person chosen to fill a vacancy must garner at least 6 votes. If more than two nominated, last place person(s) in each vote is dropped from consideration, and a new vote held until a single nominee receives 6 votes, subject to Open Door statutory provisions.

The person selected to fill the vacancy will simply complete the term of the Director whose vacant position he or she has filled.

Section 4. Meetings

The Board of Directors shall meet at least once annually and at such other times as may from time to time be determined. The Chairman shall cause the Secretary to give due notice of the time and place of said meeting. The Chairman shall have the power to call a meeting of the Board of Directors by giving proper notice of the time and place of said meeting. Other meetings of the Board of Directors may be held upon the call of three (3) or more members of the Board of Directors by giving written notice at least forty-eight (48) hours beforehand stating the time and place of said meeting.

I would suggest to all directors, that we add that notice shall be posted to all media per Indiana Code IC 5-14-1.5-1 et seq, the Indiana Public Meetings [Open Door Law], and to post on website. Maybe even send a mass e-mail out?

Section 5. Quorum

At any meeting or conference call of the Board of Directors the presence of a majority of the members of the Board shall constitute a quorum for the transaction of any business.

Section 6. Order of Business

The order of business of meetings of the Board of Directors shall be as follows:

1. Roll Call
2. Reading of the Minutes of the preceding meeting and action thereon
3. Executive Director's Report
4. Reports of Staff
5. Reports of Committees
6. Old Business
7. New Business
8. Adjournment.

Section 7. Proxies

David brought up issue of proxies. No proxies for members [for election vote], but what about directors at board meetings? He, and I, recall a consensus against that, but just wish to verify. Might want to add language in the by-laws for/against.

No proxy . . . can accommodate by cell phone.

Ann suggest we might want to include specific language regarding executive sessions as allowed per statute. Section 6, David suggests that posting of minutes on the website be included here. Probably a good idea, IMO.

ARTICLE IV. COUNCIL OFFICERS. ELECTION, DUTIES, VACANCIES, CHAIRMAN, VICE CHAIRMAN AND SECRETARY

Section 1. Officers

The officers of the Council shall consist of a Chairman, Vice Chairman and Secretary.

Section 2. Election of Officers

The officers of the Council shall be elected by the membership of the Board of Directors at the first organizational meeting following the annual summer meeting of the Council and shall serve for a term of one (1) year. An officer elected may serve in the same position for no more than two (2) consecutive one year terms.

To be elected as an officer of the Council, a nominee must receive at least six[6] votes. If more than two are nominated and none gain the minimum six [6] votes, the last place person in each vote will be dropped from consideration, and a new vote held until a single nominee receives the minimum of six [6] votes.

Section 3. Vacancies

Whenever any vacancies shall occur in any office for any reason, the same shall be filled by the Board of Directors for the remaining portion of the term created by such vacancy.

Section 4. Chairman

The Chairman shall preside at all meetings of the membership and directors, discharge all the duties which devolve upon a presiding officer and such other duties as the Board of Directors may

prescribe.

Section 5. Vice Chairman

The Vice Chairman shall perform all the duties of the Chairman during his absence or disability and such other duties as the Board of Directors may prescribe.

Section 6. Secretary

The Secretary shall have custody and care of the records and minutes of the Council. He shall attend all meetings of the Council and the Board of Directors and shall keep or cause to be kept a true and complete record of the proceedings of such meetings. He shall serve notices of the Council. He shall keep a complete and accurate record of the membership.

Section 7. Executive Director

The Board of Directors shall prescribe such powers and duties for the executive director as they may by written resolution deem necessary, which powers shall be in additions to those prescribed by law.

Section 8. Open Operation of the Board

“The Council shall maintain a depository of all board minutes that have been kept since the creation of the Council. Those minutes shall be scanned and made available to all members on the IPDC website. Minutes of new meetings shall be posted within 15 days of their approval.

“All board meetings shall be open to all members.”

ARTICLE V. MEETING OF MEMBERSHIP, QUORUM AND ORDER OF BUSINESS

Section 1. Meetings of the Membership

Proposed:

“Due to the membership electing the board of directors to conduct their business, there will be no formal meeting of the membership. The Executive Director, however shall give an report to the membership during the lunch hour.” At least once a year, could be more

There was also a suggestion that we add language to the effect that the annual report be made make said report available to the membership upon request (or posted on the website, whichever is better)

OLD

The membership of the Council shall meet annually, as may be approved by the Board of

Directors, Such meetings shall be called upon sending of electronic mail and posting on *Defendnet*, [and written notice to members] *at least ten (10) days* prior to the opening of such meeting.

Section 2. Quorum

The members present at any meeting of the membership shall constitute a quorum for the transaction of business. Each member shall be entitled to one (1) vote and no proxy shall be allowed.

Section 3. Order of Business

The order of business so far as possible at any meetings of the Membership shall be:

- 1.Call to order and proof of quorum
- 2.Proof of notice of meeting
- 3.Reading and action on any unapproved minutes
- 4.Reports of Officers and Committees
- 5.Old Business
6. New Business
7. Adjournment

ARTICLE VI. AMENDMENTS

Section 1. Amendments to By-Laws

These By-Laws may be amended in accordance with the following procedure:

The proposed change in said By-Laws shall be first by resolution of the Board of Directors and said resolution shall be given in writing to the membership of the Council at least forty-eight (48) hours preceding any meeting at which said proposed change shall be brought before the membership and a two-thirds (2/3) majority of the members present at such meeting shall be required for the passage of such amendment.

ARTICLE VII. PARLIAMENTARY PROCEDURE

Roberts Rules of Order shall govern any situation not covered by these By-Laws.

BYLAWS OF THE INDIANA PUBLIC DEFENDER COUNCIL [3 draft of suggested amendments, Gojko, David, Ann, & Larry contributing] rd

ARTICLE I. NAME, MEMBERSHIP, AND DUES

Section 1. Name The name of this organization shall be the Indiana Public Defender Council.

Section 2. Membership Each public defender, contractual pauper counsel and other court-appointed attorneys regularly appointed to represent indigent defendants in several judicial circuits in the State of Indiana shall, by virtue of their holding of said office and position, be members of this Council.

Section 3. Dues The respective members of the Council shall become members by virtue of their office and position, as provided within Section 2 of this Article, and shall not be assessed any dues

ARTICLE II. COUNCIL - PURPOSE. DUTIES AND NONPARTISANSHIP

Section 1. Purpose The purpose of the Indiana Public Defender Council shall be to further the practice of criminal defense law in the most efficient and professional manner and to operate for the mutual benefit of all public defenders, contractual pauper attorneys and other court-appointed attorneys regularly appointed to represent indigent defendants.

Section 2. Duties The Council shall assist in the coordination of the duties of the attorneys engaged in the defense of indigents at public expense; prepare manuals of procedure; assist in the preparation of trial briefs, forms and instructions; conduct research and studies of interest or value to all such attorneys; and maintain liaison contact with study commissions and agencies of all branches of local, state and federal government that will benefit criminal defenses as part of the fair administration of justice in Indiana.

Section 3. Nonpartisanship While it is recognized that the membership is composed of different political parties, this Council shall not in any way operate as a partisan political group. Larry suggests that, for purposes of defining "other court appointed attorneys regularly appointed to represent indigent defendants" in IC 33-40-4-2," we insert the following: "For purposes of determining membership in the Indiana Public Defender Council, 'other court appointed attorneys regularly appointed to represent indigent defendants' in IC 33-40-4-2 means any attorney who is appointed to represent indigent defendants pursuant to a uniform system of periodic appointments or is on the list maintained by the Public Defender Commission of attorneys qualified to be appointed in a capital case under Criminal rule 24 and is willing to accept such an appointment."

***** Given our discussion relating to posting of all board meeting minutes back to 1977, I suggest we add a 4 section, something along the lines of:

Section 4. Open Operation of Board "The Council shall maintain a depository of all board minutes that have been kept since the creation of the Council. Those minutes shall be scanned and made available to all members on the IPDC website. Minutes of new meetings shall be posted within 15 days of their approval. "All board meetings shall be open to all members."

ARTICLE III. COUNCIL DIRECTORS. DUTIES, VACANCIES, MEETINGS, QUORUM, ORGANIZATION AND ORDER OF BUSINESS

Section 1. Directors The governing body of this Council shall consist of a Board of Directors, composed of eleven (11) members; ten (10) of whom shall be elected by the entire membership of the Council. The Public Defender of Indiana shall also serve as a member of the Board of Directors. The Board of Directors shall elect a Chairman, Vice Chairman and Secretary. For purposes of organization, five (5) elected members of the presently constituted Board of Directors as chosen by the Board shall serve until the annual summer meeting of 1979, and the remaining five (5) elected members shall serve until the annual summer meeting of 1980, at which time five (5) Board positions will be subject to nominations. The Council, at the first election, shall elect five (5) members to serve for a period of two (2) years; thereafter, all elections of members to the Board of Directors shall be for a period of two (2) years or until the completion of the term of the retiring member so as to facilitate the purposes of this section. Nominations for positions on the Board of

PERSONNEL AND POLICY MANUAL

of the

INDIANA PUBLIC DEFENDER COUNCIL

ITEM C

**Indiana Public Defender Council
309 W. Washington St., Suite 401
Indianapolis, IN 46204-2725**

March 23, 2018

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SECTION 1

1. Mission, Origin, Statute

1.1 Mission Statement

The mission of the Public Defender Council (Council) is to improve legal representation provided at public expense in state courts in Indiana.

1.2 Services

The Council fulfills its mission by providing the following services:

- (1) training;
- (2) publications;
- (3) research;
- (4) consultation on strategy and tactics;
- (5) sentencing and mitigation support;
- (6) technical assistance on office automation and information systems; and
- (7) liaison contact with the General Assembly, study commissions, organizations and governmental entities.

1.3 Origin of the Indiana Public Defender Council

The Council began as a grant-funded training project in the office of the Public Defender of Indiana in March 1976. The first grant from the Indiana Criminal Justice Planning Agency (ICJPA) awarded the Public Defender of Indiana \$38,000 of Law Enforcement Assistance Administration (LEAA) funds to do the following:

- (1) conduct three statewide seminars for public defenders;
- (2) publish a bi-weekly Criminal Law Digest;
- (3) prepare training manuals for the three seminars;
- (4) publish a bi-monthly newsletter;
- (5) conduct research for public defenders; and
- (6) publish a trial manual.

In 1977, the General Assembly created the Indiana Public Defender Council in I.C. 33-9-12 which was effective on August 17, 1977. The Council's enabling statute was

patterned after the 1973 legislation which created the Indiana Prosecuting Attorneys Council.

Under I.C. 33-9-12-3, the Public Defender of Indiana served as the Executive Director of the Council, which was housed in the office of the Public Defender of Indiana. In 1980, the General Assembly amended I.C. 33-9-12-3, changing the Public Defender of Indiana from the Executive Director to a statutory, non-elected board member and authorizing the Council's board of directors to hire an Executive Director. In 1980, the board hired the Council's training director, Larry A. Landis, as the Executive Director.

1.4 The Council Statute

I.C. 33-40-4-1. Council defined

As used in this chapter, Acouncil@ refers to the public defender council of Indiana established by section 2 of this chapter.

I.C. 33-40-4-2. Establishment

There is established a public defender council of Indiana. Its membership consists of all public defenders, contractual pauper counsel and other court appointed attorneys regularly appointed to represent indigent clients.

I.C. 33-40-4-3. Board of directors; members

The activities of the council shall be directed by an eleven (11) member board of directors, ten (10) of whom shall be elected by the entire membership of the council. The public defender of Indiana shall also be a member of its board of directors.

I.C. 33-40-4-4. Executive director; staff

The council may employ an Executive Director, staff and clerical personnel as necessary to carry out its purposes.

I.C. 33-40-4-5. Duties

The Council shall:

- (a) assist in the coordination of the duties of the attorneys engaged in the defense of indigents at public expense,

- (b) prepare manuals of procedure,
- (c) assist in the preparation of trial briefs, forms and instructions,
- (d) conduct research and studies of interest or value to all such attorneys, and
- (e) maintain liaison contact with study commissions, organizations and agencies of all branches of local, state and federal government that will benefit criminal defense as part of the fair administration of justice in Indiana.

SECTION 2

2. Board of Directors

2.1 Election

Under I.C. 33-40-4-3, ten (10) of the eleven (11) members of the board are elected by the entire membership of the Council. All members of the Council are eligible to be candidates for the board and are eligible to vote for the board at the election or by absentee ballot in accordance with procedures set by the board.

Five (5) members of the board are elected each year at the annual summer meeting of members. Newly elected board members shall assume the duties of their office immediately following their election. The term of office of the ten (10) elected board members is two (2) years.

Board members serve at-large and not pursuant to any geographic division of the state.

2.2 Nominating Committee

The board may authorize the appointment of a nominating committee for the purpose of recruiting and recommending candidates for the board.

2.3 Vacancies

Any vacancy that occurs on the board may be filled by appointment made by the remaining directors for the duration of the unexpired term of any such vacancy.

2.4 Duties of the Board of Directors

Under I.C. 33-40-4-4, the board is the governing body of the Council, and employs an Executive Director to hire staff and administer the office.

2.5 Meetings

The board meets at least once annually and at such other times as may from time to time be determined. The chair has the power to call a meeting of the board by giving proper notice of the time and place of said meeting. Other meetings of the board

may be held upon the call of three (3) or more members of the board by giving written notice at least five (5) days beforehand stating the time and place of said meeting.

2.6 Quorum

At any meeting of the board the presence of a majority of the members of the board shall constitute a quorum for the transaction of any business.

2.7 Order of Business

The order of business of meetings of the board shall be as follows:

1. Roll call.
2. Review and approval of the minutes of the preceding meeting.
3. Reports of officers.
4. Reports of committees.
5. Report of Executive Director.
6. Unfinished business.
7. New business.
8. Adjournment.

2.8 Officers

The officers of the board are a chair, vice chair and secretary. The officers of the board are elected by the board at the first board meeting following the annual election. Officers serve for a term of one (1) year, and may serve for two (2) successive terms.

Whenever a vacancy occurs in any office for any reason, the vacancy will be filled by the board for the remaining portion of the term created by such vacancy.

2.9 Chair

The chair presides at all meetings of the membership and directors, discharges all the duties which devolve upon a presiding officer and such other duties as the board of directors may prescribe.

2.10 Vice Chair

The vice chair performs all the duties of the chair during his/her absence or disability and such other duties as the board of directors may prescribe.

2.11 Secretary

The secretary keeps or causes to be kept a true and complete record of the proceedings of all meetings, and such other duties as the board of directors may prescribe.

SECTION 3

3. Membership

3.1 Members

Under I.C. 33-40-4-2, membership of the Council consists of all public defenders, contractual pauper counsel and all attorneys regularly appointed to represent indigent defendants.

For purposes of determining membership in the Indiana Public Defender Council, “other court appointed attorneys regularly appointed to represent indigent defendants” in IC 33-40-4-2 means any attorney who is appointed to represent indigent defendants pursuant to a uniform system of periodic appointments or is on the list maintained by the Public Defender Commission of attorneys qualified to be appointed in a capital case under Criminal Rule 24 and is willing to accept such an appointment.

3.2 Meetings of the Membership

The membership of the Council meets annually, as set by the board of directors. Such meetings require written notice to members at least ten (10) days prior to the opening of such meeting.

3.3 Quorum

The members present at any meeting of the membership constitute a quorum for the transaction of business. Each member is entitled to one (1) vote and no proxies are allowed.

3.4 Order of Business

The order of business so far as possible at all meetings of the members is:

1. Call to order.
2. Proof of notice of meeting.
3. Review and action on any unapproved minutes.
4. Reports of officers and committees.
5. Election of directors.
6. Unfinished business.
7. New business.

8. Adjournment.

SECTION 4

4. Organizational Philosophy and Values

4.1 Management Philosophy

The management philosophy of the Council is premised upon participatory planning and decision making, delegation of authority and tasks, and accountability for performance and results.

4.2 Core Organization Values

The following are the ground rules critical for the Council's success.

1. To understand the mission of the Council and to maintain an active commitment to its accomplishment.
2. To recognize and appreciate that effective and zealous advocacy by the Council staff and members is vital to the protection and preservation of fundamental rights and freedoms of all persons.
3. To form and encourage partnerships with Council members and their clients characterized by a commitment to continuously improve our responsiveness to their needs.
4. To form and encourage partnerships with other persons, organizations and governmental agencies to continuously improve indigent defense services.
5. To provide excellent products and services consistent with fiscal accountability and the highest standards of ethical behavior.
6. To develop a high performance work culture by:
 - using the unique abilities and contributions of each individual and empowering everyone to perform to his/her fullest capabilities;
 - valuing creativity, initiative, teamwork, and accountability for results;
 - using honest, direct, and open communication, and acknowledging and working through conflicts while respecting personal boundaries;

- implementing policies and practices that promote inclusiveness and cultural diversity except where inconsistent with State Personnel policies; and

- recognizing that our work can take a serious emotional, physical, and spiritual toll, and encouraging and supporting each other in addressing our needs in healthy ways.

SECTION 5

5. Personnel Procedures

5.1 Applicability of Rules of the Executive Branch

The Council is a judicial branch agency and is exempt from the state merit rules or the rules of the executive branch. Nevertheless, the Council generally follows the rules and regulations for non-merit agencies as adopted and promulgated by the State Personnel Department and the State Budget Agency to the extent they are not inconsistent with the policies stated herein.

5.2 Appointing Authority

The "appointing authority" of the Council is the Executive Director.

5.3 Hiring of Employees

Hiring of all employees is based upon the requirements of the position specified in a written "job description" for the position and the applicant's fitness to perform the duties of the position. The Council does not condition or base employment upon or knowingly prejudice or affect any term or aspect of employment because of the race, national origin, sex, age, sexual orientation or political affiliation of any employee. An interviewing committee consisting of one or more persons may be appointed by the Executive Director to interview and recommend applicants to the Executive Director.

If a new employee is transferring from another state agency, the transfer of any previously earned state benefits is within the discretion of the Executive Director.

5.4 Probationary Period

Each new employee of the agency is subject to a six-month probationary period. Probationary employees may be dismissed without cause or notice. After the six-month probationary period has expired, an evaluation will be made by the Executive Director or his Designee, who shall determine if the employee is to become a permanent employee.

5.5 Personnel Files

The official personnel file of an employee, maintained by the financial manager includes a job description, performance evaluations and other documentation relating to the position or the employee. The employee may submit information pertinent to job performance to the financial manager for inclusion in the personnel file.

A copy of any documents relevant to work performance that are placed in an employee's official personnel file will be provided to the employee. One copy of any document maintained in an employee's personnel file will be provided at no cost to the employee or the employee's designated representative, on request.

Absent written authorization of the employee, the Council will release to the public only the following personal information concerning an employee: name, gross compensation, job title, business address, business telephone number, job description, and dates of employment. See I.C. 4-1-6; I.C. 5-14-3.

Upon resignation or termination of employment, the employee's personnel file will be maintained in the personnel archive for a period of at least five (5) years.

5.6 Employee Participation in Board Meetings

Employees receive prior notice of board meetings, and agendas, materials, and minutes of board meetings are available upon request. Employees are welcome and encouraged to attend meetings of the board of directors. Employees may participate in the discussion, if solicited by the chair.

An employee may request an issue be considered by the board of directors by submitting the issue in writing to the chair of the board or the Executive Director. The chair of the board shall determine whether the issue should be placed on the board's agenda, and shall notify the board members of the request.

5.7 Private Case Work

Attorneys employed by the Council may not accept private cases without prior approval from the Executive Director.

5.8 Compensation and Raises

Salaries of employees are established by the Executive Director consistent with the salaries of employees in other judicial branch agencies.

5.9 Discipline and Termination of Employees

The Executive Director may suspend an employee without pay, and terminate his employment immediately by presenting the employee with a written notice of dismissal, a copy of which shall be filed with the financial manager. If the employee is not available, written notice shall be sent to the employee's last known address via certified mail. A dismissed employee shall forfeit all accrued sick, personal, and vacation leave.

5.10 Resignations

Any employee wishing to leave the Council in good standing shall give the Executive Director two weeks' notice in advance of separation. Under unusual circumstances, less time may be considered as sufficient by the Executive Director, permitting the employee to leave the service in good standing.

5.11 Staff Meetings

Staff meetings shall be called at the discretion of the Executive Director. The Executive Director or his Designee shall serve as meeting coordinator. Minutes of meetings shall be kept by a staff person designated by the Executive Director. Attendance at staff meetings is mandatory and only emergency telephone calls should be taken.

5.12 Dispute Resolution

All employees are responsible for the nature and quality of relationships with other employees. As problems arise, the individuals involved are responsible for their resolution. Individuals may request assistance in resolving disputes. If the disputes arise between persons in subordinate and supervisory positions, individuals may request assistance from the Executive Director.

If an employee has a dispute with the Executive Director and is unable to resolve it, the employee may request for assistance from the chair of the board.

5.13 Drug-Free Workplace

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace. Controlled substances include marijuana, cocaine, heroin, amphetamines, and depressants (21 U.S.C. 812). In addition, any employee convicted of violating such a criminal drug statute in the workplace must notify his or her employer within five days of such conviction.

Adherence to this policy is a condition of employment. Violations will result in disciplinary action up to and including dismissal. Employees may also be required, at their own expense, to participate in an approved substance abuse or rehabilitation program.

5.14 Sexual Harassment

Each employee has the right to work in a professional atmosphere which promotes equal opportunities and prohibits discriminatory practices, including sexual harassment. Sexual harassment, whether verbal, physical, or environmental, is unacceptable and will not be tolerated whether engaged in by fellow employees, supervisors, or by other non-employees who conduct business with the Council.

For purposes of this policy, sexual harassment is defined as unwelcome or unwanted conduct of a sexual nature (verbal or physical) when: 1) submission to or rejection of this conduct by an individual is used as a factor in decisions affecting hiring, evaluation, promotion, or other aspects of employment; or 2) this conduct substantially interferes with an individual's employment or creates an intimidating, hostile, or offensive work environment.

SECTION 6

6. Office Procedures

6.1 Office Hours

The official office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday, except holidays. The office may be open earlier or later. In the event of inclement weather, the office will be open unless the Executive Director orders that the office be closed.

6.2 Hours of Work

The regular work day is 8:15 a.m. to 4:45 p.m. Employees may request written approval from the Executive Director or his designee to establish a different regular work schedule. Deviations from an employee's regular work schedule require approval from the Executive Director or his designee. An employee who will not be in the office by his/her designated start time (unless the out of office condition is pre-approved) is expected to contact or leave a message with their supervisor/manager and/or the HR Manager with information regarding his/her arrival time or absence. This must be done as soon as possible, but no later, than the beginning of the employee's normal work time.

Everyone should have normal, consistent work hours. While these may fluctuate some, employees are generally expected to be in the office during these normal work hours. Some leeway in setting normal hours that are outside of the more widely defined 8:15 - 4:45 can be requested of the Executive Director or his Designee. It is the responsibility of each employee to notify the Payroll Manager what individual work hours are so that others know when to expect you to be in the office.

An employee may take off up to two hours on a given day with written approval from the Executive Director or his Designee. Employees are expected to make up time-off during the **same pay period**. If the time-off will not be made up during the same pay period, the employee must request personal or vacation time pursuant to Section 7.11 of this document. Absences of more than two hours require prior written approval from the Executive Director or his Designee.

Failure to make-up time off during the same pay period or to use leave time may result in lost time. A shortage of hours will be deducted hour for hour.

Credit for work at home requires written prior approval of the Executive Director or

his Designee. Credit for more than 7.5 hours per day requires written approval from the Executive Director or his Designee. Use of credit time for either situation requires written prior approval of the Executive Director or his Designee.

Employees should schedule non-work appointments at the beginning or end of the day, if possible.

Examples of use of time and how hours should be reported:

- need to arrive late or leave early or take an extended period during the day
 - less than 2 hours may make the time up as long as the absence is pre-approved
 - more than 2 hours must be pre-approved in writing and the time must be made up or leave taken
- call in sick or out of office for another reason – whole or half day
 - can use extra hours worked another day to make it up **if pre-approved** by Executive Director or his Designee
- working more than 7.5 hours per day
 - no credit or build-up of comp time unless pre-approved
- special circumstances – e.g., need to catch a plane on Friday afternoon
 - may seek approval to work extra early in the week, which may be approved based on work coverage available during those times
- seminar requiring travel, evening or weekend (like retreat)
 - pre-arrange to change in-office work time prior to event (within pay period)
 - using time the next pay period may be considered if at end of pay period, but only with pre-approval
- reduced lunch and break time to shorten work day
 - State employees are expected to work 8.5 hours per day with 1 hour off for lunch and breaks. Council employees may shorten the time off for lunch and breaks to 30 minutes, which means the minimum work day may be reduced to 8 hours.

6.3 Sign In-Out Sheets / Attendance Reports / Payroll

Employees are required to sign in and out of the office on a daily basis on a form located near the copier. Sick, vacation, or personal days should be indicated on the sign in/out sheet for that day. One full day taken off equals 7 1/2 hours. A half day equals 3 3/4 hours. The hours should be totaled for each day and written in the right-hand column. In addition, employees must indicate on the online leave calendar blocks of time that they will be out of the office due to approved vacation, personal time or sick leave. The entry should include all time out of the office, not just the appointment time. These documents are used as backup to the payroll records submitted for payment.

Contractors are required to sign in and out of the office on a daily basis on the same form as employees so that other staff will know when they are available in the office.

Payday is bi-weekly on Wednesdays. Employees shall complete the online Report of Employee Attendance (A-4) on a bi-weekly basis. The A-4 is found in PeopleSoft HR under the self service tab. Time can be entered at any time during the pay period, but it must be submitted by Friday midnight, generally the last day that an employee will be working or on leave. It is the responsibility of each staff member to complete and submit the A-4 for each pay period. Failure to submit the A-4 timely can result in lost pay

The A-4 can be completed remotely 24/7 via the internet using the URL <https://hr.gmis.in.gov/psp/hrprd/?cmd=login> if an employee will not be available at the conclusion of a pay period.

By submitting the A-4 online, the employee is verifying that the information found on the form is correct, and employees will be held accountable for this verification. Therefore, care must be taken to insure accuracy when completing this form. If the submitted time recorded, including sick, vacation and personal hours does not total 75 hours, the online default is lost time. Failure of an employee to complete an online attendance report will result in compensation for only those hours which are recorded.

6.4 Overtime

With the exception of 1 administrative position, all positions are considered "professional", "administrative" and "executive" and are exempt from the Fair Labor Standards Act. Professional, administrative, and executive employees have responsibilities which may require more than 37.5 hours per week to complete routine duties and should not expect compensatory overtime. However, if the workload requires exempt employees to work holidays, weekends and/or late nights, under circumstances which are unavoidable with good planning, the Executive Director or his Designee may authorize compensatory time for exempt employees.

To be eligible for compensatory time, an employee must receive prior approval from the Executive Director or his Designee to work on a specified task for a specified number of hours. Credit for compensatory time work segments which are less than four hours will not be granted. The Executive Director or his Designee will evaluate an employee's productivity during normal work hours to determine whether compensatory time should be authorized. The use of compensatory time shall be requested in the same manner as vacation leave. See Section 7.11.

Upon dismissal an employee receives no compensation for accumulated compensatory time. Upon giving notice of intent to terminate employment, the employee has no right to use accumulated compensatory time, although the Executive Director may authorize such use. No exempt employee may use more than three weeks of compensatory time-off during any twelve month period.

Compensatory time off is calculated at straight time (i.e., one hour for one hour worked).

The Council's policy is in compliance with the following:

Garcia v. San Antonio Metropolitan Transit Authority, (1985) __ U.S. __, 105 S.Ct. 1005, __ L.E.2d __;
Financial Management Circulars 87-2.1;
I.C. 4-15-1.8-7(b);
31 I.A.C. 1-9-2 (D) (2); and
31 I.A.C. 2-11-2 (D) (2).

6.5 Use of Resources, Time and Money

42 IAC 1-5-12, Use of state property, provides as follows:

A state officer, employee, or special state appointee shall not make use of state materials, funds, property, personnel, facilities, or equipment for any purpose other than for official state business unless the use is expressly permitted by a general written agency, departmental, or institutional policy or regulation.

IPDC's written policy on the use of state resources is as follows:

(a) State Time:

Personal or private work, or any other work which is not performed as part of an employee's duties for IPDC, shall not be done on state time. An employee shall sign out to perform any work of this type.

(b) Photocopying and Printing:

Employees shall use a form near the photocopier to keep track of personal photocopies and printer copies. Employees are responsible for reimbursing the Council at a rate established by the financial manager and the Executive Director or his Designee.

(c) Telephone:

Personal long distance telephone calls shall be made only in cases of emergency.

(d) Facsimile Transmissions:

The cost of personal long distance facsimile transmissions are reimbursed to the Council according to procedures approved by the Executive Director. The employee must notify the financial manager of the date and phone number of any transactions that are not toll free.

(e) Purchasing/Supplies:

It is the obligation of each employee to procure only those goods and services necessary to carry out the functions of the Council. All purchases shall be made through or authorized by the office manager or financial manager.

Supplies shall not be taken out of the office for personal use. Employees are expected to buy their own paper, folders, envelopes, etc., for personal use. Personal supplies shall not be purchased on accounts of the Council.

(f) Internet Use:

Employees shall not make personal use of the Internet on state time. Personal use is any use other than business of the Council. Unsolicited e-mail that does not pertain to business of the Council should not be sent on the Internet using Council equipment.

6.6 Travel Regulations

The travel regulations of the State of Indiana issued by the Department of Administration apply to Council employees. Requests for authorization for out-of-state travel must be made in writing to the Executive Director or his Designee at least 15 days in advance of the travel.

Employees receive reimbursement and compensation for allowable expenses, mileage, per diem and subsistence according to current state regulations. All out of state travel arrangements for staff (lodging, airfare, etc.) should be made through the financial manager.

Board members are subject to the same travel regulations as State employees.

(a) Lodging:

Employees will be reimbursed for actual cost of a room (up to the State maximum), including all local taxes. The charge should be for the single person occupancy rate, unless sharing a room. If sharing a room, each person should request a hotel bill to be issued in their own name and claim their pro rata share. If lodging is furnished at no cost to the employee, a statement signed by the provider must be turned in for proof of travel for payment of "other" subsistence.

(b) Taxi Fare:

Taxi fare or other local conveyances will be reimbursed when supported by proper receipts.

(c) Car Rental:

The cost of renting an automobile while on out-of-state travel status may be reimbursed when suitable transportation is not available. A written request must accompany the out-of-state travel request. If approved, reservations should be made for a compact model or standard class.

(d) Parking Charges:

Parking charges will be reimbursed for any parking incurred while on Council business when supported by a receipt.

6.7 Telephone Backup

The Council utilizes an automated phone attendant allowing callers to select direct transfer to staff. The integrated voice mail system allows the caller to leave a message if they so choose. Administrative staff is available from 8:30 until 4:30 p.m. to respond to general calls not directed to specific staff.

6.8 Smoking Policy

Smoking is not permitted in the office or in the Old Trails Building.

SECTION 7

7. Employee Benefits and Entitlements

7.1 Health Insurance

The State provides health insurance plans, at minimal cost, to all full time employees and their families. New employees have thirty-one (31) days from the date hired to enroll in a health insurance plan. If not enrolled within thirty-one (31) days, the employee must wait until the next open enrollment period. Coverage begins four (4) days after the first health insurance premium is deducted from the employee's paycheck.

The financial manager maintains information on currently available health insurance plans.

7.2 Dental Insurance

Dental insurance is provided by the State to eligible employees and their dependents.

The financial manager maintains information on currently available dental insurance plans and costs.

7.3 Life Insurance

All full time State employees are eligible to participate in term life insurance programs.

Participation in the life insurance program is optional. New employees have twenty-eight (28) days from the date they are hired to enroll in the life insurance programs. After this twenty-eight (28) day period, evidence of insurability will be required.

The financial manager maintains information on currently available life insurance plans and costs.

7.4 Vision Care

Vision care coverage is provided the State to eligible employees and their dependents.

The financial manager maintains information on currently available vision coverage plans and costs.

7.5 Retirement

Employees are covered by Social Security and there is mandatory membership in the Public Employees Retirement Fund, provided that the employee will eventually qualify in terms of years of service for a State pension. Pension is based upon an employee's average salary in the last five (5) years of employment and the number of years of creditable service. An employee becomes vested after ten (10) years of Plan participation.

7.6 Deferred Compensation

Employees are eligible for the Indiana Deferred Compensation Plan. Information may be obtained from the financial manager.

7.7 Workers Compensation and Public Law 35

Workers Compensation covers employees, engaged in the proper performance of their job, for job related injuries occurring in the line of duty. Personal injuries which occur on the job should be reported at once to the Executive Director or his Designee. Public Law 35 provides income to employees for time lost due to disability resulting from injuries sustained in performing assigned duties during assigned working hours, not including lunch hours or breaks. Benefits begin after five (5) full days of disability and do not exceed one (1) calendar year from the date of the injury. An accident report must be completed and submitted within 24 hours of the injury for eligibility.

7.8 Savings Bonds

U.S. Savings Bonds may be purchased through deductions from an employee's pay check. This is a voluntary program.

7.9 Credit Union

Credit Union membership is available to employees. Employees may use these Credit Union services for most banking needs and authorize direct deposit of payroll funds.

The financial manager maintains information regarding the Credit Unions.

7.10 Educational Leave, Support, and Training

The Council may provide assistance with training or education courses, in the form of tuition reimbursement, purchases of resources or equipment, or educational leave. To request assistance, an employee should make a written request to the Executive

Director, stating the form of the assistance requested, the nature of the course or program and the relevance of the course to the person's present or future position(s) with the Council. Any books, equipment or other material purchased by the Council for the employee's use during the course of study will be the property of the Council. Classes taken under academic degree programs are not eligible for tuition reimbursement.

When an employee incurs educational expenses to maintain or improve skills required in his or her present job, the Executive Director may request written documentation of the importance of the training or education to the employee's job performance.

7.11 Leave

It is the responsibility of each employee, prior to taking leave, to be certain that he/she has accumulated adequate personal or vacation leave. Notice should be given as far in advance as possible. Use of vacation time, or any other absence from work, requires prior notice and approval as described below. An unexcused absence is grounds for disciplinary action. See 6.2 of this document.

(a) Vacation:

Vacation leave with pay is earned by all full-time employees at the rate of 7.5 hours for each full month of employment. Vacation leave is not earned by intermittent or hourly employees. Vacation time is accrued by new employees, but this time may not be used until after the first six months of employment.

Full time employees earn additional vacation hours at the following rate per year:

5-9 years of service	22.5 hours
10-19 years of service	60.0 hours
20 or more years of service	97.5 hours

Vacation leave must be requested and approved in advance by the Executive Director or his Designee using an email request and approval process. Once approved it must be entered on the Agency leave calendar by the requesting employee. See 31 I.A.C. 1-9-3; 31 I.A.C. 2-11-3. Vacation time cannot be used retroactively in a pay period to make up for a shortage of hours.

(b) Sick:

Sick leave is defined as absence from duty of an employee because of personal illness, injury, legal quarantine, or receipt of services from a licensed health care provider. This leave may be used for illness or injury in the employee's

immediate family which necessitates absence from work. Immediate family means spouse, significant other, child, parent or person who resides with and is dependent upon you for care and support. To the extent possible, planned sick leave should be requested in advance.

Sick leave with pay accrues to full time employees at the rate of 7.5 hours for every two (2) months of employment plus an additional 7.5 hours every four (4) months of employment.

Sick leave does not accrue to intermittent or hourly employees. Employees are not paid for unused sick leave upon separation from State service. The Executive Director or his Designee may require a medical certificate from the attending physician or a designated physician documenting the nature and extent of a disability or fitness to return to duty. See 6.2 of this document.

(c) Personal Leave:

Personal leave shall accrue to full-time employees at the rate of 7.5 hours for every four months of full-time employment. Personal leave is not earned by intermittent or hourly employees. **Employees may not accrue a personal leave balance in excess of 22.5 hours.** If an employee is otherwise eligible to accrue personal leave, but the accrual thereof would increase the account balance beyond the 22.5 hour limit, the personal leave hours shall be credited to the employee's accrued sick leave balance. Use of personal leave must be approved in advance by the Executive Director or his Designee.

(d) Disability:

After six (6) months of full-time employment with the Council, employees are enrolled in the short and long term disability program. A mandatory deduction of one-quarter of one percent (.0025) of the employee's base bi-weekly salary will be deducted.

Short term disability (STD) begins on the 31st calendar day of absence from work due to disability resulting from illness, injury or legal quarantine, where the disability has been certified by an attending physician's statement.

The amount of STD benefits is sixty percent (60%) of the employee's base bi-weekly salary, which may be increased to eighty percent (80%) by charging one (1) day each week against accrued leave balances. STD benefits continue for up to five (5) months.

Long term disability (LTD) begins after the employee has been disabled for six (6)

months. During the first two (2) years of LTD, fifty percent (50%) of the employee's base salary is received, but this amount may be increased to seventy percent (70%) by charging the employees accrued leave balances. Forty percent (40%) of the employee's base salary is paid during the third and fourth years of disability, and this may be increased to sixty percent (60%) by using accrued leave time.

Disability claim forms may be obtained from the financial manager.

Employees with continuous state service are eligible for special sick leave at the rate of one week per year of service prior to June 30, 1989.

(e) Funeral Leave:

Leave with pay to attend a funeral may be granted by the Executive Director or his Designee upon the death of a member of the employee's immediate family or household. Immediate family is defined as a spouse, parent, child, sibling, grandparent, grandchild, father-in-law or mother-in-law, or a person living in the same household with the employee. For a married employee, these members of the spouse's family are included. When possible, an employee should advise the Executive Director or his Designee in writing when it is necessary to take funeral leave. Otherwise, an employee should telephone the office and speak to the manager. A maximum of three (3) days is allowed for funeral leave. This leave is in addition to vacation or sick leave and does not require the use of accrued time.

(f) Court Leave:

An employee who is legally required to report for jury duty, or if subpoenaed to appear in court as a witness, shall be excused from work. Persons voluntarily serving as a witness in lawsuits must use accrued leave time for such purposes.

When court leave is granted, the employee shall receive their regular salary and shall surrender to the State any compensation received for jury duty. See financial manager to surrender compensation for jury duty to State.

A copy of the subpoena or the letter directing the employee to report for jury duty must be furnished to the manager.

(g) Emergency Conditions Leave:

(1) Emergency Conditions: Circumstances which the Executive Director or his Designee determines necessitate the closing of the office.

(2) Conditions of a Serious Nature: Circumstances caused by inclement weather which prohibit employees from reporting to work but do not necessitate the closure of the office.

When the Executive Director or his Designee closes the office or curtails operations due to **emergency conditions**, affected employees may be given special leave with pay. The provisions of this policy shall not apply to employees on sick leave or any other prior approved leave. Employees performing essential functions and required to work during the emergency shall be granted compensatory time pursuant to Section 6.4 of this document.

If conditions of a **serious nature** exist, but are not sufficient to close the office or curtail operations, the Executive Director or designee may authorize leave without pay for affected employees. Employees may elect to use vacation leave, personal leave, or compensatory time off to cover their absence.

Any additional policies will be distributed as the agency is notified by State Personnel, Governor's Office, or Chief Justice's Office.

See I.C. 4-15-1.8-7(a)(1).

(h) Family Leave:

An employee may request an unpaid leave of absence, intermittent leave, or a modified work schedule to care for a spouse, child or parent who has a serious medical condition and is dependent upon the employee for care. The Executive Director is responsible for granting such requests.

The Executive Director is also responsible for granting requests for an unpaid leave of absence in conjunction with the birth or placement of a child with the employee for adoption or foster care. An employee may request, subject to the approval of the Executive Director or his Designee, a modified work schedule or intermittent leave following the birth or placement of a child for adoption or foster care. Leaves or work schedule modifications must conclude within twelve (12) months after the birth of the employee's child or placement of the child with the employee.

An employee shall submit a written notice of his/her intent to take family leave and the dates and expected duration of such leave at least fifteen (15) working days in advance of the event. The employee shall provide certification of the birth or placement for adoption or a physician's statement which sets forth the diagnosis, prognosis, and expected duration of the family member's injury or

illness. If an emergency occurs that cannot be reasonably anticipated, the employee shall give notice as soon as practicable. The Executive Director may, upon written request, extend such leave beyond the amount initially requested. Such extension may be not unreasonably denied. An employee may not take more than twelve (12) weeks of family leave in any twelve (12) month period. An employee must use at least 75.0 hours of accrued sick leave, if available, while on family leave. Note that if any portion of the family leave is unpaid, the employee must pay the appropriate premium to maintain insurance coverage. See 31 I.A.C. 1-9-8; 31 I.A.C. 2-11-9.

(i) Military Leave:

Military leave with pay is permitted for compulsory training or duty in the national guard or armed forces reserves up to a maximum of fifteen (15) calendar days in a calendar year.

(j) New Parent Leave:

Beginning 1/1/18 the State is offering a new program for new parents that provides up to 150 hours of paid leave available to eligible employees upon the birth or placement of a child for adoption. Eligible employees with 6 consecutive (without a break in service) months or more employment in State service may request this leave:

- Upon birth of employee's child.
- Upon birth of a child to employee's spouse.
- Upon placement of a child with employee for adoption.

This leave may only be used within six (6) months after birth or placement.

Note that this section only highlights the program. Full information is available at <http://in.gov/spd/2738.htm>

7.12 Holidays

All full-time employees receive time off with pay on state holidays specified by the Governor pursuant to I.C. 1-1-9-1. A list of holidays for the current year is available from the financial manager.

7.13 Parking

Free parking is provided in the State parking garage on West Washington Street. Employee building access badges also serve as the parking permit for the State parking garages.

APPENDIX A - BOARD OF DIRECTORS

INDIANA PUBLIC DEFENDER COUNCIL

BOARD OF DIRECTORS

2017 - 18

CHAIR

NEIL WEISMAN St. Joseph County Public Defender
212 South Taylor Street
South Bend, IN 46601 OFFICE: (574) 232-3898
FAX: (574) 234-8411
CELL: (574) 360-6334
E-mail address: weismanlaw@prodigy.net

VICE CHAIR

DAVID A. SHIRCLIFF Lawrence County Public Defender
2421 Mitchell Rd.
P.O. Box 512
Bedford, IN 47421 OFFICE: (812) 849-9852
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CELL: (317) 372-3308
E-mail address: dshircliff@incrimlaw.org

SECRETARY

MARK NICHOLSON 9702 E. Washington St., Ste. 171
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FAX:
CELL: (317) 205-5188
E-mail address:
attorneymarknicholson@attorneymarknicholson.com

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DAVID R. HENNESSY 424 E. Wabash Street
Indianapolis, IN 46204 OFFICE: (317) 636-6160
FAX: (317) 686-7793
HOME: (317) 826-4148
CELL: (317) 514-1397
E-mail address: hen@indylaw4all.com

ROBERT J. HILL Marion County Public Defender Agency
151 N. Delaware St., Suite 200
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FAX: (317) 327-3932
CELL: (317) 627-2469
E-mail address: Robert.Hill@indy.gov

GOJKO KASICH Lake County Public Defender Office
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CELL: (219) 730-6705
E-mail address: gkasich@gmail.com

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FAX: (260) 424-0738
HOME: (260) 403-0277
E-mail address: fortlawyer@gmail.com

STEVE OWENS Office of the State Public Defender
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Indianapolis, IN 46204-2026 OFFICE: (317) 232-2475
FAX: (317) 232-2307
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CHRISTOPHER P. SHEMA	506 Ohio St. PO Box 9806 Terre Haute IN 47808-9806	OFFICE: (812) 234-2959 FAX: (812) 234-0902 E-mail address: cshema@shemalaw.com
ASHLEY SPOLARICH	Tippecanoe Public Defender Agency 111 N. 4 th Street, 1 st Floor Lafayette IN 47901	OFFICE: (765) 423-9214 FAX: (765) 423-9363 CELL: (309) 830-2699 E-mail address: aspolarich@tippecanoe.in.gov
JENNIFER STURGES	132 E. Washington Street Greensburg IN 47240	OFFICE: (812) 663-4441 FAX: (812) 662-6249 CELL: (812) 593-1280 E-mail address: jennifer.sturges.rgwr@gmail.com

APPENDIX B - CURRENT EMPLOYEES

**INDIANA PUBLIC DEFENDER COUNCIL
Current Employees /Contractors**

Employees

Executive Director..... Larry Landis
Assistant Executive Director Bernice Corley
Director of Performance Improvement..... Donald Murphy
Director of Publications Jack Kenney
Attorney - Research Assistance/Publications Kent Zepick
Manager Office Operations Toni Schaney
Financial Manager..... Suzan Ristich
Administrative Support.....Kyal Bippen
Training Director Diane Black
Legislative Liaison Kristin Casper

Contracts

Attorney - Research Assistance/Publications Elizabeth Houdek
Project Director - Juvenile ProjectAmy Karozos

APPENDIX C - JOB DESCRIPTIONS

EXECUTIVE DIRECTOR (LARRY LANDIS)

JOB SUMMARY

Appointing authority and chief executive officer of a non-merit, judicial branch, State agency.

DUTIES

A. Funding

1. Prepare biennium budget for approval by Board, work with state Budget Agency, Budget Committee and Legislature to secure adequate funding.
2. Approve payroll, vouchers and all expenditures.
3. Seek and obtain grant funding to supplement state funding.

B. Personnel

1. Determine staffing needs, evaluate positions, design job descriptions.
2. Recruit, interview and hire new staff.
3. Direct and evaluate staff.

C. Project Management

1. Prepare and submit organizational goals to Board.
2. Develop work plans to implement goals.
3. Coordinate and supervise staff and work teams.
4. Allocate resources to achieve organizational goals.

D. Publications

1. Edit selected manuals.

E. Research and Technical Assistance

1. Conduct surveys and studies of indigent defense services.
2. Conduct emergency legal research and technical assistance for members as backup to legal staff.

F. Liaison and Representative of Agency

1. Serve as liaison to the Indiana General Assembly, study commissions, organizations and agencies of all branches of local, State and federal government that will benefit criminal defense as part of the fair administration of justice in Indiana.

ASSISTANT EXECUTIVE DIRECTOR
(Bernice Corley)

JOB SUMMARY

The Assistant Executive Director assists the Executive Director in managing the agency and:

- carrying out the policies set by the Board of Directors;
- hiring, developing, and supervising staff;
- overseeing development of the budget and fiscal management of the agency; and
- working with local, state, and national criminal justice agencies and organizations to improve indigent defense in Indiana.

Other Tasks

1. Represent IPDC in liaison role as designee of the executive director.
3. Draft contracts for attorneys and others providing services to IPDC.
4. Assist Executive Director with budget for contractors.
5. Approve financial transactions as needed.
6. Other tasks assigned by the Executive Director.

**DIRECTOR OF PERFORMANCE IMPROVEMENT
(DON MURPHY)**

JOB SUMMARY

Serves as project leader for major initiatives, including public defender information system. Works with all levels of Indiana's indigent defense system to continuously improve the services, efficiency, and effectiveness of public defender services. Provides consultation services to chief public defenders and their management teams on the development and implementation of key strategies to create and sustain high performance offices. Promotes the assimilation of performance and change management competencies in county public defender systems through education, partnership, and consultation.

DUTIES**A. Public Defender Information System (PDIS)**

1. Manage the design, development, implementation, and training of the public defender information system as a stand-alone management information system that will also interface with JTAC's Odyssey system.

B. Designs and implements systemic change processes

1. Creates methodologies and tools allowing public defenders to manage change and work more effectively together.
2. Works to develop criminal defense teams. Areas include e-learning, competency/skill development, talent assessment, leadership planning /development, coaching and mentoring, 360 feedback, performance improvement tools, and facilitation.

C. Establishes OD practices and procedures

1. Develops OD policies and practices.
2. Provides consultative counsel and service to PD managers regarding the development of leaders. Assesses and analyzes leadership development needs and develops measurable strategies and programs to address those needs.
3. Facilitates and consults on county PD system structure and redesign
4. Facilitates workshops and management retreats

D. Performance management

1. Ensures planning, performance monitoring and performance management processes inform and support each other and lead to continuous improvement of organizational performance.
2. Develops diagnostic tools and other metrics to support effective organizational decision-making, and data gathering and analysis.

E. Grant Management

1. Prepares and oversees grant proposals and applications for the Council and County PD offices. Establish program objectives and how to allocate the budget. Responsible to the grantor for compliance. Oversees all grant activities.

**TRAINING DIRECTOR/STAFF ATTORNEY
(DIANE BLACK)**

JOB SUMMARY

Plan, conduct and evaluate training programs. Reports to Director of Performance Improvement.

DUTIES

A. Training

1. Work with Board committee and Dir. of Performance Improvement to plan and evaluate training programs.
2. Organize, conduct and evaluate training programs.
3. Develop annual training budget and oversee financial planning and management of training programs.
4. Design, develop and implement a mentoring program.
5. Identify new methods that improve the delivery of effective training.
6. Coordinate and supervise duties of other staff involved in training programs.

B. Seminar Planning

1. Contracts with training sites and services provided.
2. Making arrangements for seminar site, equipment, and faculty travel.
3. Printing of folders/binders.
4. Review and approval of budgets.
5. Preparing CLE credit application to Commission within one month of seminar.
6. Compiling summary of evaluations.
7. Preparing training calendar.
8. Submitting budget to Director of Performance Improvement and Executive Director.

C. Miscellaneous

1. Other tasks assigned by Executive director and Director of Performance Improvement

DIRECTOR OF RESEARCH & PUBLICATIONS
(JACK KENNEY)

JOB SUMMARY

Assist in oversight and mentoring of research and publication attorneys; provide legal research and technical assistance to members; produce and update publications. Reports to the Assistant Executive Director.

DUTIES

A. Oversight of Research & Publications

1. Work with the Assistant Executive Director to plan, assign, and oversee publications and research services.

B. Research Services

1. Mentor other staff attorneys providing research services.
2. Respond to requests for assistance from members, including legal research, referral to experts, and consultation regarding tactics and strategy.
3. Maintain research documentation and files, including resources on web-site, with technical assistance.
4. Develop model motions, memorandums, and jury instructions.

C. Publications

1. Write articles and case summaries for the Indiana Defender.
2. Edit and update Case Bank.
3. Prepare, revise, and update manuals and pamphlets.
4. Maintain Council Law Library.

D. Training

1. Assist with Council and State/county bar seminars and training as needed.

E. Miscellaneous

1. Other tasks assigned by Executive Director and Assistant Executive Director.

STAFF ATTORNEY**(KENT ZEPICK)*****JOB SUMMARY***

Assist in updating manuals and pamphlets; provide research and assistance to members.

Reports to Assistant Executive Director.

DUTIES***A. Research***

1. Respond to requests for assistance from members, including legal research, referral to experts, and consultation regarding tactics and strategy.
2. Maintain research documentation and files.
3. Other tasks assigned by Executive Director, Assistant Executive Director and Director of Research and Publications.

B. Publications

1. Assist in updating manuals and pamphlets.
2. Write case reviews and articles for newsletter.
3. Other tasks assigned by Assistant Executive Director and Director of Research and Publications.

C. Training

1. Assist with Council seminars/training as needed.

D. Miscellaneous

1. Other tasks assigned by Executive Director and Assistant Executive Director.

**MANAGER OFFICE OPERATIONS
(TONI SCHANEY)**

JOB SUMMARY

Responsible for: financial and management oversight of the Council's publications, computer network and website maintenance; general office operations and contracts; providing executive assistant support to Executive Director; developing and implementing quality processes covering office operations; and supervision of support staff. Reports to the Executive Director.

DUTIES**A. Publication Services**

1. Work with Asst. Executive Director and Director of Research and Publications to plan and complete production and updating of IPDC manuals and pamphlets and the weekly Defender e-newsletter.
2. Oversee process for sales of IPDC publications.
3. Develop and oversee maintenance of the IPDC casebank library.
4. Work with Asst. Executive Director on format for searchable databases on IPDC website.

B. Bookkeeping, Financial Management and HR Processes

1. Oversight responsibility for all financial records of agency. Activities managed:
 - Receiving and reviewing all invoices.
 - Preparing vouchers.
 - Recording and depositing all revenues.
 - Preparing quarterly and final grant reports.
 - Maintaining inventory of supplies; ordering as necessary.
 - Maintaining inventory of equipment and furniture.
 - Reconciling with Auditor's office all accounts (one operating account; one grant account; two revenue accounts - seminar & publications)
 - Processing telephone work orders - maintenance, new service, new telephones
 - Maintaining supply of postage; monitoring bulk mail account for funds
 - Preparing biennium budget request
 - Vendor management
 - Payroll and HR

C. Training Programs

1. Oversight responsibility for fiscal activities of training programs. Activities managed:
 - Review and approval of budgets.
 - Submitting CLE credit application to Commission within one month of seminar.

D. Network Administration

1. Oversight responsibility for network administration. Activities managed:
 - Liaison with IN Office of Information Technology for system and network maintenance.
 - Liaison with IN Office of Information Technology for phone system.
 - Liaison with IN Office of Information Technology for internet access system.
 - Security coordinator.
 - Website maintenance.

F. Project Management

- Manage general office operations, including leases and office renovation project.
- Work with the Director of Performance Improvement to manage the development and implementation of quality initiatives.

G. Process Improvement

- Identify processes and procedures used and needed for efficient office operation.
- Develop and implement procedures.
- Ensure adherence to processes and procedures through the use of quality metrics.

H. Executive Assistant

- Provide executive support to the Executive Director.

I. Miscellaneous

- Represent IPDC in liaison role as designee of the Executive Director, as needed.
- Other tasks assigned by the Executive Director.

**FINANCIAL MANAGER
(SUZAN RISTICH)**

JOB SUMMARY

Prepares payroll and vouchers; deposits all revenues; prepares fiscal grant reports. Reports to the Manager Office Operations.

DUTIES

A. Bookkeeping / Financial Management

1. Maintain all financial records of agency.
2. Receive and reviews all invoices.
3. Prepare voucher or other financial transactions.
4. Record and deposit all revenues.
5. Prepare quarterly and final grant reports.
6. Maintain inventory of supplies; orders when necessary.
7. Maintain inventory of equipment and furniture.
8. Reconcile with Auditor's office all accounts using Alchemy (one state account; one grant account; two revenue accounts - seminar & publications)
9. Telephone work orders - maintenance, new service, new telephones
10. Maintain supply of postage; monitor bulk mail account for funds
11. Prepare biennium budget request

B. Payroll

1. Maintain attendance reports and records of all employees.
2. Prepare payroll.

C. Human Resources

1. Maintain personnel records of all employees.
2. Primary point of contact with State Personnel Dept.

D. Other

1. Backup word processing and receptionist.
2. Other duties as assigned.

**ADMINISTRATIVE SUPPORT
(KYAL BIPPEN)**

JOB SUMMARY

Provide administrative assistance in the areas of membership services, subscription maintenance, social media and production of publications.

DUTIES

A. Membership

1. Organize and maintain requests for membership, website access, listservs, subscriptions and sales of publications.

B. Publications

1. Maintain and update Casebank records.
2. Assist in the formatting and publishing of manuals and pamphlets.

Training Programs

1. Prepare web recordings for upload.
2. Prepare CLE reports

C. Miscellaneous

1. Participate in and document on-site juvenile detention center assessments.
2. General word processing and secretarial support.
3. Assist in planning Chief Public Defender meetings and Board meetings.
4. Other duties as assigned by the Manager of Office Operations and Executive Director

**LEGISLATIVE LIAISON
(KRISTIN CASPER)**

JOB SUMMARY

Maintains ongoing liaison contact with all levels of government, citizen constituency groups, study committees, and both public and private sector government services organizations to advocate for policies that improve criminal defense as part of the fair administration of justice in the State of Indiana. Reports to the Executive Director.

DUTIES

A. Liaison Contact with Government

1. Monitoring all criminal justice legislation at the General Assembly.
2. Coordinating with other criminal justice executive and judicial legislative liaisons.
3. Maintaining contact with the Office of the Governor.
4. Providing policy assistance to the members of the General Assembly and staff.
5. Providing testimony before Indiana House and Senate committees.
6. Assisting the Executive Director in managing the agency's legislative initiatives in the General Assembly.

B. Constituency Outreach

1. Serve as agency's representative for statutory committees, as designated by the Executive Director.
2. Attend community-based meetings of advocacy groups interested in criminal justice policy.

C. Study Committee Contact

1. Monitor all criminal justice legislative interim study committees and issues.
2. Serve as agency's representative for committees, as designated by the Executive Director.

D. Miscellaneous

1. Other duties as assigned by the Executive Director.

**STAFF ATTORNEY
(ELIZABETH HOUDEK)**

JOB SUMMARY

Assists in updating manuals and pamphlets; provides research and assistance to members.
Reports to Assistant Executive Director.

DUTIES

A. Research

1. Respond to requests for assistance from members, including legal research, referral to experts, and consultation regarding tactics and strategy.
2. Maintain research documentation and files.
3. Other tasks assigned by Executive Director, Assistant Executive Director and Director of Research and Publications.

B. Publications

1. Assist in updating manuals and pamphlets.
2. Write case reviews and articles for newsletter.
3. Other tasks assigned by Assistant Executive Director and Director of Research and Publications.

C. Training

1. Assist with Council seminars/training as needed.

D. Miscellaneous

1. Other tasks assigned by Executive Director and Assistant Executive Director.

**PROJECT DIRECTOR/JUVENILE SERVICES
(AMY KAROZOS)**

JOB SUMMARY

Management responsibilities for the Juvenile Planning Grant from OJJDP. Training.
Reports to Executive Director.

DUTIES

A. Project Director

1. Manages the activities of the contractors and oversees the day-to-day work of staff.
2. Works with stakeholders to develop post-disposition legal services to juveniles that enhance delivery of quality legal representation.

B. Publications

1. Assist in updating juvenile defense manuals and pamphlets.

C. Training

1. Assist with planning Council seminars/training as needed.

D. Miscellaneous

1. Other tasks assigned by Executive Director.

IPDC Organization Chart

