

Office of the State Public Defender Administrative Policies

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1.0 POLICY

The Office of the State Public Defender uses the team leader attorney model in some of its offices throughout the state. The responsibilities of the team leader attorney are defined as follows.

2.0 DEFINITION

In the team leader attorney model, an experienced public defender is designated by the Regional Deputy Public Defender (RDPD) as the team leader for teams doing comparable cases in an office. Example: an experienced felony public defender is designated team leader for those public defenders handling felony cases in that office.

3.0 PROCEDURE

3.1 Team Leader Attorney Responsibilities

- 3.1.1** To hold weekly meetings with the attorney team to discuss cases and case issues;
- 3.1.2** To routinely and individually meet with attorneys to monitor workloads;
- 3.1.3** To designate a second chair for trials, when necessary;
- 3.1.4** To provide mentoring as needed or as requested;
- 3.1.5** To monitor the attorney team's compliance with requirements to keep and enter time on cases;
- 3.1.6** To ensure that attorneys who are assigned to a case have the experience and skills to handle the case. If the attorney does not have the experience and skills, the lead attorney may still assign the case to the attorney if a sufficient mentoring plan is developed and used.
- 3.1.7** To assist the attorney team in recognizing conflict questions and presenting them to the RDPD;
- 3.1.8** To meet at least twice a month with the RDPD to advise him of work load, case, court or legal issues being addressed by the attorney team.

3.2 Additional Team Leader Attorney Responsibilities when the Regional Deputy Public Defender is Unavailable

- 3.2.1** To assign cases to team members;
- 3.2.2** To approve vacation and comp time accrued or used;

3.2.3 To provide guidance and direction to staff and investigators on work related to the team.

4.0 TRAINING

It will be the responsibility of the Regional Deputy Public Defender and the Training Officer to train the team leader attorney on successfully complying with this policy and their job responsibilities.

5.0 CLOSING

Questions about this policy should be directed to the OPD at the following address:

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