

Practice Standards

December, 2012

Section IV, Administration of Defender Services

4. Performance Evaluations

- A. Each attorney employed as a public defender shall have their work performance evaluated on a yearly basis.
- B. The evaluation will be conducted by a combination of the Chief Public Defender, and the Training Coordinator, and/or the Regional Deputy Public Defender in the region in which the public defender is employed and/or the Managing Attorney in the office in which the public defender is employed.
- C. The performance evaluation shall be done on forms approved by the Office of the State Public Defender.
- D. In conducting the evaluation, the evaluators may obtain information from a variety sources including clients, other public defenders, office staff, judicial personnel and faculty from trainings the public defender has attended.
- E. The public defender shall be interviewed during the evaluation process.
- F. At the conclusion of the process, the evaluation will be reviewed and discussed with the public defender.
- G. If the public defender disagrees with the results of the evaluation the public defender has the right to submit a written rebuttal which shall be attached to the evaluation. A permanent employee may file a grievance as provided by state law.
- H. Performance evaluations shall remain in the personnel file for the duration of employment and in conformity with state policy.