

**Modified Operations Plan for the  
Office of the Appellate Public Defender  
May 24, 2005**

1. Duties of the Public Defender Oversight Board (Board).
  - a. The Board serves to provide advice and counsel to the Court pertaining to the operation and performance of the Office of the Public Defender (OPD).
  - b. The Board provides the Court with recommendations for the selection and removal of the Chief Public Defender (CPD).
  - c. The Board will receive and interpret regular periodic reports from the OPD.
  - d. The Board will provide the Court with its assessment of the reports submitted by the OPD.
  - e. The Board makes recommendations for any modifications to policies and procedures.
  - f. The Board makes budget recommendations to the Court.
  - g. The Board is appointed by the Commissioners Court (Court) as defined in the order established to accept the Task for Force on Indigent Defense Grant.
2. Board Meetings
  - a. The Board meets at least quarterly. The schedule for regular meetings will be established by the board on a yearly basis.
  - b. Special meetings: The Board will meet on an "as needed basis." Any member may request a special meeting.
3. The Commissioners Court
  - a. Appoints the members of the Board.
  - b. Receives the recommendation of the Board.
  - c. Hires the CPD.
4. Selection of the Chief Public Defender (CPD)
  - a. Search Process – the Board serves as the search committee.
  - b. The PDOB screens applications and selects applicants for interview.
  - c. The Board makes recommendations to the Court.
  - d. The CPD is appointed in a manner consistent with Bexar County personnel and appointment processes.
  - e. The CPD classified by the Civil Service rules as a sensitive position.
5. Removal of the CPD
  - a. The method of removal of the CPD is determined by the Court.
6. Duties of the CPD.
  - a. The CPD develops and updates the policies and procedures for the operation of the OPD. The policies and procedures are submitted to the Board for review and recommendation for adoption by the Court.
  - b. The CPD provides regular and reports as requested to the Oversight Board, the Department of Justice Support and the Commissioners Court. The reports will include:
    - i. Number of cases received and disposed
    - ii. Workload trends
    - iii. Caseload ratios
    - iv. Performance indicators

- c. The CPD hires the staff of the OPD in a manner consistent with the Bexar County personnel Policy and Procedures.
  - d. The CPD ensures that the staff positions, salaries and job descriptions are consistent with other existing county positions performing similar duties.
  - e. On a ~~day to day~~ basis, *(insert)* regular the CPD reports to the Chair of the Oversight Board.
7. Support Staff:
- i. The *(insert)* current Chief of Staff to the County Judge *(insert)* as of 5/24/05
    - 1. Serves as an *ex officio* member and chair of the (Board).
    - 2. Convenes the Board at regular and special meetings and insures that the meetings are conducted as specified in the Court's Policy on Boards and Commissions.
    - 3. Provides direct supervision to the CPD.
    - 4. Serves as the Court liaison to the Task Force on Indigent Defense.
  - ii. The staff designated by the Chief of Staff to the County Judge provides administrative support to the Board.
8. Action Steps
- a. Commissioners Court accepts the proposal as submitted by District Court Administration and closes the procurement process. Within that action:
    - i. The Court approves and authorizes the *Draft* Job Description of the Chief Public Defender as submitted in the proposal as an "*excepted appointment made to positions specifically identified by law or other authority as excepted from the Civil Service System*", and identifies it a sensitive position under *Civil Service Commission Rules Chapter 302. Subchapter 1, Section 1-3, C.*
    - ii. The Court approves and authorizes the *Draft* Job Descriptions as submitted in the proposal for:
      - 1. Senior Assistant Appellate Public Defender
      - 2. Assistant Public Defender
      - 3. Office Assistant II
    - iii. Directs the chair of the oversight board to submit the Job Description of the OPD to Civil Service Commission for certification and posting.
    - iv. Directs the chair of the oversight board to notify the Task Force on Indigent Defense of the decision.
    - v. Court approves the operations plan as modified.
  - b. The chair of the oversight committee convenes the Proposal Selection Committee to:
    - i. Establish procedures for the search for a Chief Public Defender
    - ii. Screen and select applications for review
    - iii. Establish procedures for the interview process
    - iv. Recommend a list of applicants for Commissioners Court to consider
    - v. The Commissioners Court hires the Chief Public Defender
  - c. Concurrent with the search and hiring process, the chair will coordinate:
    - i. The search for office space with Infrastructure Services
    - ii. Purchase of equipment with Purchasing Office

- iii. Establish the data, equipment and resource needs with Information Systems
    - iv. Liaison procedures with the Texas Task Force on Indigent Defense
  - d. The chair will report the progress of the implementation process to the Court.
  - e. Once the CPD is hired, the chair convenes the Oversight Board to:
    - i. Recommend policies and procedures to the Commissioners Court pertaining to the operation and performance of the Office of the Public Defender (OPD).
    - ii. Recommend policies and procedures to the Commissioners Court for the selection of future Chief Public Defenders and, when necessary, the removal of the Chief Public Defender (CPD).
    - iii. The Board will establish the procedures and formats
      - 1. to receive and interpret regular periodic reports from the OPD
      - 2. to provide the Court with its assessment of the reports submitted by the OPD
      - 3. to make recommendations for any modifications to policies and procedures
      - 4. to make budget recommendations to the Court.
  - f. The CPD
    - i. hires the staff
    - ii. implements the case management system in consultation with Information Services
    - iii. assumes the responsibilities for the procurement of office space and equipment
    - iv. *(insert)* Supervises the day to day operations of the OPD.