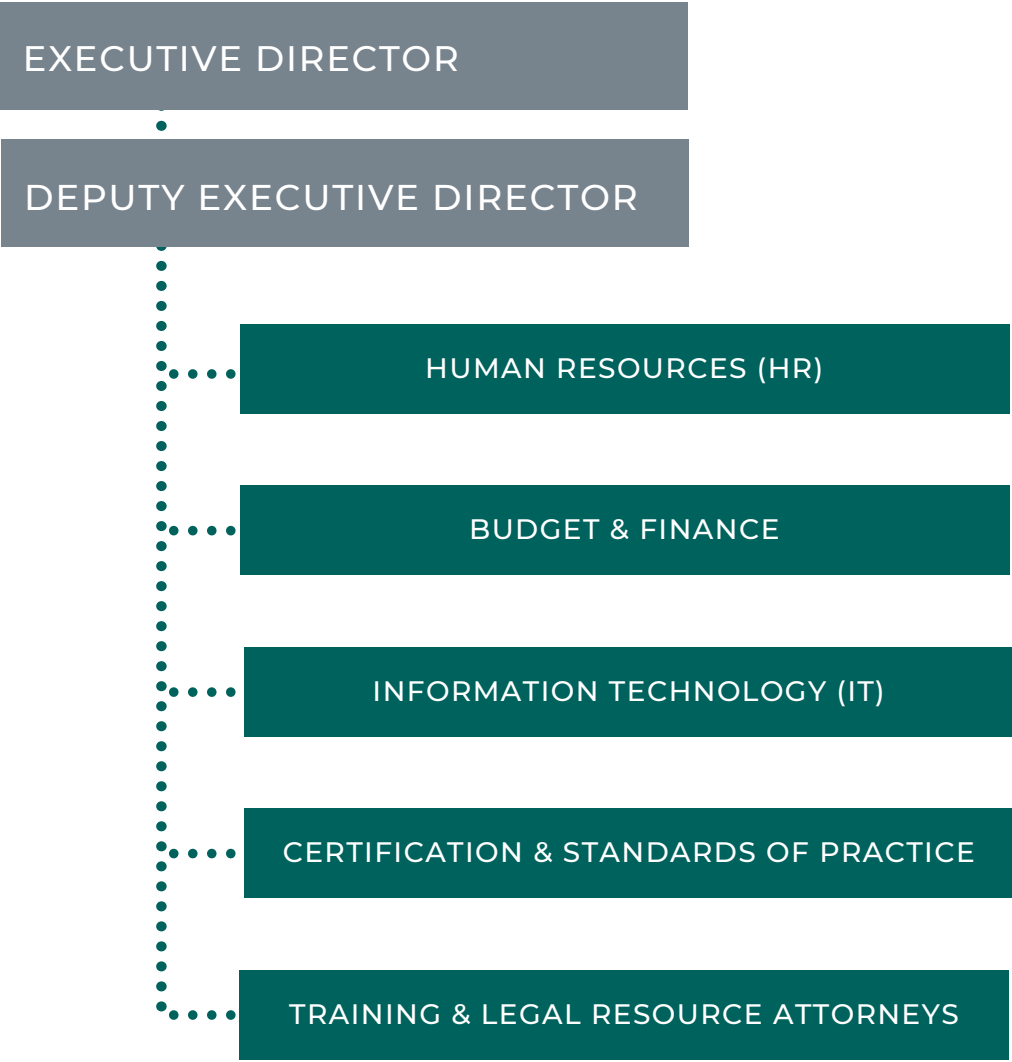
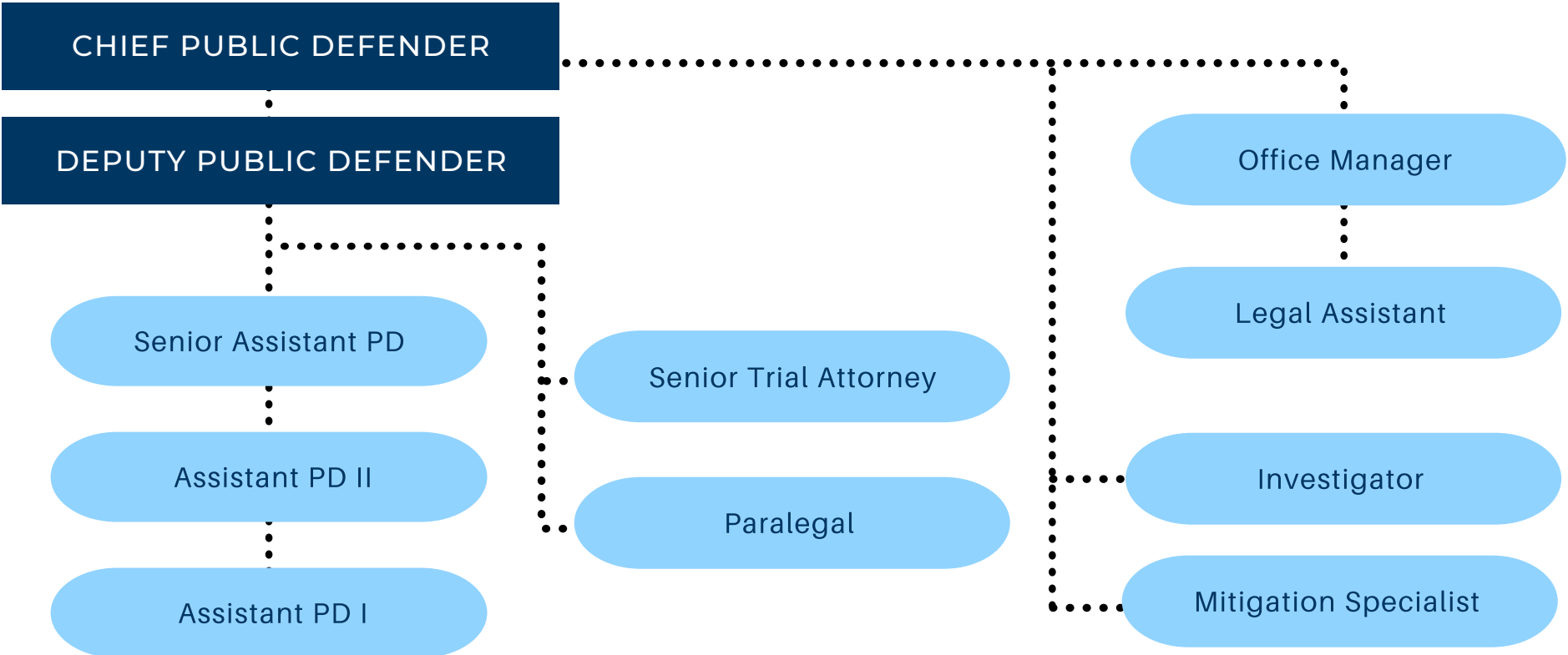
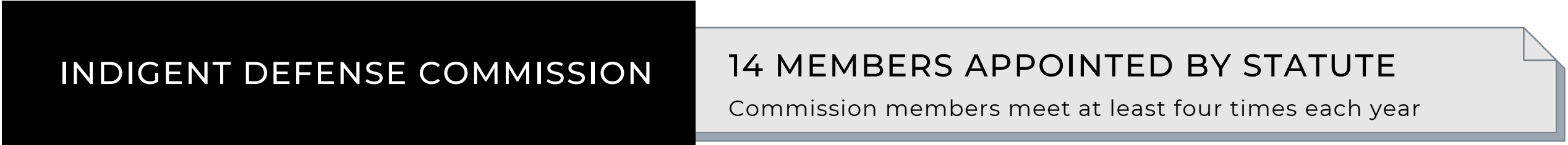


# ORGANIZATION

## STRUCTURE

Updated 4/14/2022



## § 19.2-163.02. Membership of Indigent Defense Commission

### THE COMMISSION

#### 14 MEMBERS AS FOLLOWS:

- the Chairman of the House Committee for Courts of Justice or his designee and the Chairman of the Senate Committee on the Judiciary or his designee who shall be members of the Courts of Justice committees;
- the chairman of the Virginia State Crime Commission or his designee;
- the Executive Secretary of the Supreme Court or his designee;
- two attorneys officially designated by the Virginia State Bar;
- two persons appointed by the Governor;
- three persons appointed by the Speaker of the House of Delegates;
- and three persons appointed by the Senate Committee on Rules.

The Commission shall elect a chairman and a vice-chairman from among its membership annually. The chairman or his designee shall preside at all regular and called meetings of the Commission and shall have no additional duties or authority unless set by statute or by resolution of the Commission and annually confirmed by the Commission. A majority of the members shall constitute a quorum.

The Commission shall meet at least four times each year. The meetings of the Commission shall be held at the call of the chairman or whenever three of the members so request. A list of current members can be found on the agency website at [www.vadefenders.org](http://www.vadefenders.org).

# ADMINISTRATIVE OFFICE

## 1 OFFICE

Serving all Public Defender Offices

### ADDRESS

1604 Santa Rosa Road, Suite 200  
Richmond, Virginia 23229

### CONTACT

External: (804) 662-7249

Internal: 8200 (+ 3 digit extension)

For a list of current staff, please visit the Employee Intranet

### WEBSITES

Public Website: [www.vadefenders.org](http://www.vadefenders.org)

Employee Intranet: \*Accessible from IDC network only

## ADMIN

Richmond, VA

EXECUTIVE DIRECTOR

- Executive Director
- Deputy Executive Director
  - Executive Assistant

DEPUTY EXECUTIVE DIRECTOR

### HUMAN RESOURCES

- Recruitment & Onboarding
- Compensation & Benefits Administration
- Policy Development & Interpretation
- Performance Management
- Employee Relations
- Records Retention
- Time Attendance Leave
- Background Checks
- Separation & Offboarding

#### Department Structure

- HR Director
  - HR Benefits Analyst
  - HR Assistant (4)

### INFORMATION TECHNOLOGY

- Agency-wide IT Help Desk Services
- Infrastructure Architecture and Support
- Application Support
- Information Security
- Telecommunications
- Website & Intranet
- Technology Procurement & Maintenance
- Technology Vendor Relations

#### Department Structure

- Chief Information Officer
  - IT Operations Lead
  - Infrastructure Engineer
  - System Admin I & II
  - IT Support Specialist I & II

### BUDGET & FINANCE

- Management of Budget and Finance Transactions
- Payroll Management
- Accounts Payable
- Employee Reimbursements
- Asset & Fleet Management
- Procurement of goods and services
- Financial Reporting

#### Department Structure

- Budget & Finance Director
  - Procurement Officer I
  - Financial Services Specialist I & II
  - Financial Technician

### CERTIFICATION & SOP

- Court-Appointed Attorney Certification Management
- Initial Court-Appointed Attorney Certification Training Course
- Standards of Practice (SOP) complaints for Public Defenders and Private Certified Court-Appointed Attorneys
- Supreme Court of Virginia and Court of Appeals of Virginia Case Summaries

#### Department Structure

- Certification & Compliance Attorney
  - Certification Admin Assistant

### TRAINING & RESOURCES

- Legal Training for Public Defender Offices and Private Certified Court-Appointed Attorneys
- Legal Resource Website & Video Replay Library Management
- General Assembly Policy Advocacy
- Legislative Updates
- VIDC Appellate Cohort Management
- Employee Recruitment
- Employee Affinity Group Management

#### VIDC Training

- Training & Advocacy Attorney
  - Training & Communications Coordinator

#### Legal Resource Attorneys

- Chief Appellate Counsel
- Head of Diversity & Recruiting
- Immigration Resource Attorney

§ 19.2-163.04. Public defender offices

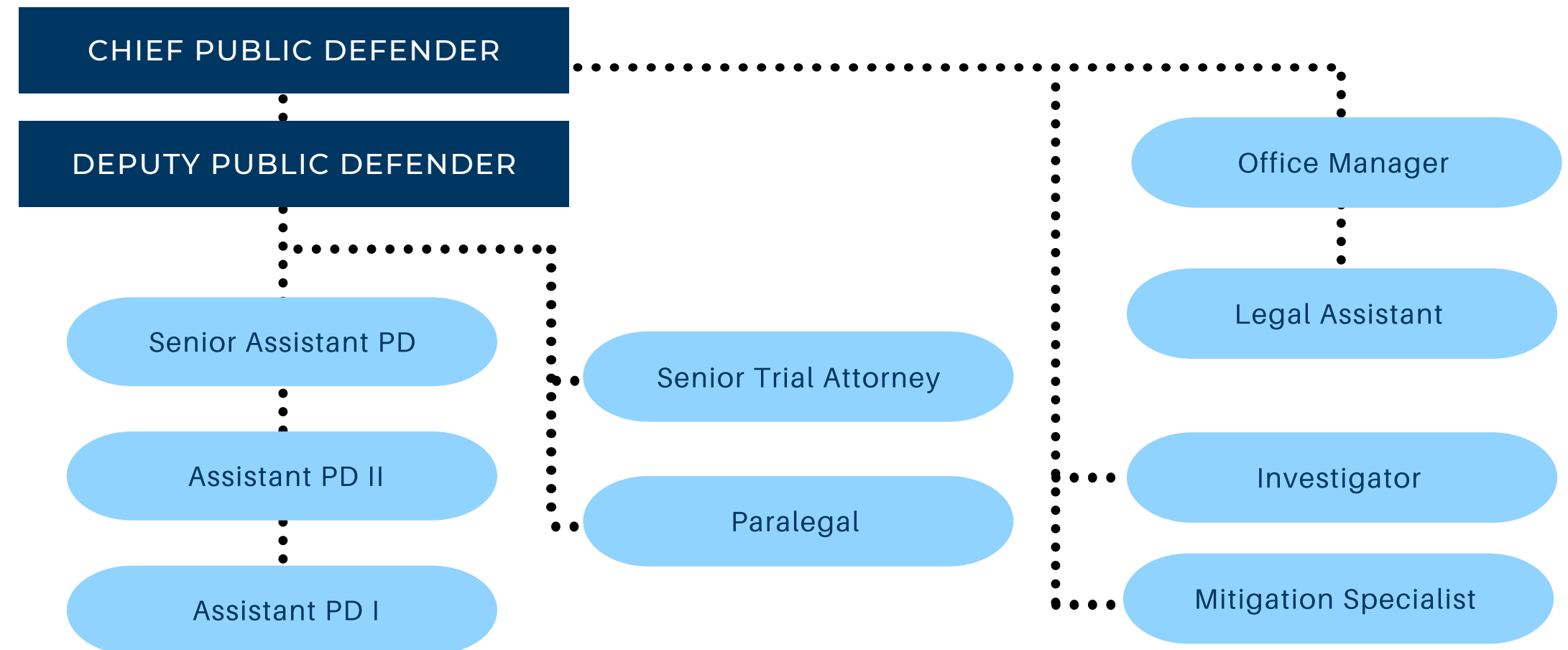
Public defender offices are established in:

- |                 |                           |
|-----------------|---------------------------|
| Alexandria      | Martinsville              |
| Arlington       | Newport News              |
| Bedford         | Norfolk                   |
| Charlottesville | Petersburg                |
| Chesapeake      | Portsmouth                |
| Chesterfield    | Prince William            |
| Danville        | Pulaski                   |
| Fairfax         | Richmond                  |
| Fauquier        | Roanoke                   |
| Franklin        | Staunton                  |
| Fredericksburg  | (+ Lexington Satellite)   |
| Halifax         | Suffolk                   |
| Hampton         | Virginia Beach            |
| Leesburg        | Winchester                |
| Lynchburg       | (+ Front Royal Satellite) |

We have over 400 Public Defenders throughout Virginia.

Our highly-skilled attorneys are required to complete the VIDC Initial Certification process to accept court-appointments, and must maintain their status thereafter by completing the required amount of legal education courses to renew their certification every 2 years.

Within each office, Public Defenders receive support from their in-house defense team, which is composed of Paralegals, Investigators, Mitigation Specialists and Office Managers.



## § 19.2-163.3 Duties of public defenders

Public defenders shall carry out the following duties in accordance with the guidance, policies, and authorizations of the Indigent Defense Commission:

- (a) To assist the executive director of the Commission in securing office space, to employ a staff, to fix salaries and to do such other things necessary to carry out the duties imposed upon them with the approval of the Commission.
- (b) To represent or supervise assistants in representing within their respective jurisdictions as set out in § 19.2-163.04 indigent persons charged with a crime or offense when such persons are entitled to be represented by law by court-appointed counsel in a court of record or a court not of record.
- (c) To represent or supervise assistants in representing indigent persons who are entitled to be represented by court-appointed counsel in an appeal of their conviction to the Court of Appeals or the Supreme Court of Virginia.
- (d) To submit such reports as required by the Commission.

### CHIEF PUBLIC DEFENDER

#### Client Representation

Represent or supervise assistants in representing indigent persons charged with a crime within their respective jurisdiction.

#### Appellate Supervision

Effective oversight of all cases being handled in the Court of Appeals or Supreme Court of Virginia.

#### Management & Supervision

- Staffing and salary decision making
- Performance supervision and reviews
- Oversight of all administrative functions

#### Training & Certification

Ensures that all attorneys are fully and currently certified to handle any case to which they are assigned.

Ensures each new employee is effectively trained and continuously assess and addresses the specific training needs of the office by developing a comprehensive, formal, in-house training program to enhance the skills of the attorneys and support staff.