

Every attorney designated as adequately staffed by the county must be provided with this notice, or similar notice that contains, at a minimum, the information below, within 14 days of their start date. A county may seek a waiver for this requirement if it routinely provides all newly hired, adequately staffed, attorneys with formal training that covers, at a minimum, the information below.

### **Notice of Adequate Staffing Designation and Availability of Investigative Services**

Your county has hired enough support staff to designate your position as having adequate support staff under the Commission's Standard J. This designation allows your caseloads to be higher than they are for those attorneys where the county has not provided adequate staffing levels.

In addition to any clerical, paralegal, or social work services that may be available to you as part of the county's support staff structure, investigative services must also be made available, when appropriate. Investigative services are commonly used in Indiana's public defense system for various things including, but not limited to:

- 1) Locate and interview known witnesses
- 2) Canvass for other witnesses or other potential evidence
- 3) Secure crime scene, injury, or other video or photographic evidence
- 4) Review digital and physical evidence, such as bodycam footage
- 5) Use social media services to perform research on witnesses or other parties
- 6) Serve third party subpoenas

Some investigative services may be appropriate to be completed by county support staff that may not technically be an investigator. These services may not be necessary or available in every case; even with adequate support staff, resources are often limited, especially if there is a high rate of usage. If you have not already been informed how to access these services and when and how to best use them in your particular county, you should coordinate investigative service requests with the county's chief public defender.