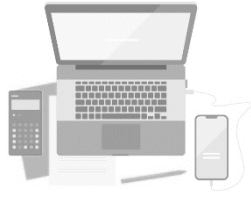


Remote Work Policies

Agency and Office Reports to the Joint Legislative Oversight Committee on Justice and Public Safety

March 1, 2025





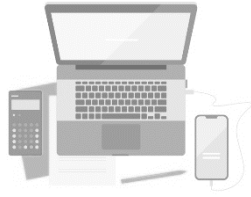
Remote Work Policy Report for **Indigent Defense Services**

Remote Work Policy

Indigent Defense Services (“IDS”)

IDS maintains the same remote work policy for all employees that was provided in the March 01, 2024, Remote Work Report. The employees under the IDS remote work policy are delineated by position and division as follows:

Org Unit	Position	Count
JB IDS DIRECTOR	IDS Director	1
JB IDS ASST DIRECTOR	IDS Assistant Director	1
JB IDS ASST DIRECTOR	IDS Legal Associate	2
JB IDS ASST DIRECTOR	Contracts Administrator	1
JB IDS BUSINESS SUPPORT	Applications Analyst Programmer III	1
JB IDS BUSINESS SUPPORT	IDS Business Analysis & Process Manager	1
JB IDS SUPPORT STAFF	IDS Administrative Assistant	2
JB IDS SUPPORT STAFF	IDS Legal Assistant	1
JB INDIGENT DEFENSE SERVICES	IDS Defender Policy & Planning Attorney	1
JB INDIGENT DEFENSE SERVICES	Regional Defender	1
JB INDIGENT DEFENSE SERVICES	IDS Communications Specialist	1
JB INDIGENT DEFENSE SERVICES	IDS Staff Atty-Finance & Administration	1
JB IDS FINANCIAL STAFF	IDS Fiscal Officer	1
JB IDS FINANCIAL STAFF	IDS Budget Manager	1
JB IDS FINANCIAL STAFF UNIT 1	IDS Accountant	1
JB IDS FINANCIAL STAFF UNIT 1	Accounting Specialist III	3
JB IDS FINANCIAL STAFF UNIT 1	Accounting Specialist I	1
JB IDS FINANCIAL STAFF UNIT 1	Accounting Specialist II	2
JB IDS FINANCIAL STAFF UNIT 2	Setoff Debt Collection Officer	1
JB IDS REGIONAL DEFENDER	Chief Regional Defender	1
JB IDS RESEARCH STAFF	IDS Research Director	1
JB IDS RESEARCH STAFF	Senior Research Associate	1
JB IDS RESOURCE DEFENDER	IDS Forensic Resource Attorney	1
Grand Total		28



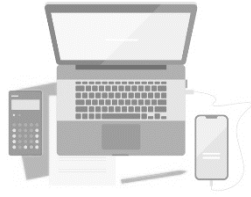
Remote Work Policy Reports for **Statewide Defender Offices**

Statewide Defenders:

The Office of Appellate Defender, Office of Capital Defender, Office of Juvenile Defender, Office of Parent Defender, and Office of Special Counsel (“Statewide Defenders”) maintain the same remote work policies provided in the March 01, 2024, Remote Work Report for all of their respective employees, delineated by position and division as follows:

Org Unit	Position	Count
JB IDS APPELLATE DEFENDER	Appellate Defender	1
JB IDS APPELLATE DEFENDER	Assistant Appellate Defender	20
JB IDS APPELLATE DEFENDER SUPPORT STAFF	Appellate Defender Legal Assistant	1
JB IDS APPELLATE DEFENDER SUPPORT STAFF	Appellate Defender Admin Asst III	1
JB IDS APPELLATE DEFENDER SUPPORT STAFF	Appellate Defender Legal Assistant	1
JB IDS APPELLATE DEFENDER SUPPORT STAFF	AD Database Manager/Paralegal	1
JB IDS APPELLATE DEFENDER SUPPORT STAFF	Appellate Defender Legal Assistant Temp	1
JB IDS CAPITAL DEFENDER - BUNCOMBE	Capital Defender	1
JB IDS CAPITAL DEFENDER - BUNCOMBE	W/A Capital Case Paralegal	1
JB IDS CAPITAL DEFENDER - DURHAM	Capital Defender	1
JB IDS CAPITAL DEFENDER - DURHAM	Assistant Capital Defender	5
JB IDS CAPITAL DEFENDER - DURHAM	Deputy Capital Defender	1
JB IDS CAPITAL DEFENDER - DURHAM	Capital Defender Legal Assistant	2
JB IDS CAPITAL DEFENDER SUPPORT STAFF - DURHAM	Capital Case Chief Investigator	1
JB IDS CAPITAL DEFENDER SUPPORT STAFF - DURHAM	Capital Case Investigator	1
JB IDS CAPITAL DEFENDER - DURHAM	Legal Assistant III	1
JB IDS CAPITAL DEFENDER - FORSYTH	Assistant Capital Defender	3
JB IDS CAPITAL DEFENDER - FORSYTH	Capital Case Investigator	1
JB IDS CAPITAL DEFENDER - NASH	Assistant Capital Defender	1
JB IDS CAPITAL DEFENDER - NEW HANOVER	Assistant Capital Defender	2
JB IDS CAPITAL DEFENDER - NEW HANOVER	Capital Case Investigator	1
JB IDS CAPITAL DEFENDER - ROBESON	Assistant Capital Defender	4
JB IDS CAPITAL DEFENDER - ROBESON	Capital Case Investigator	1
JB IDS JUVENILE DEFENDER	Juvenile Defender	1
JB IDS JUVENILE DEFENDER	Assistant Juvenile Defender	1
JB IDS JUVENILE DEFENDER	Juv Defender Communications Specialist	1
JB IDS JUVENILE DEFENDER	Juvenile Defender Project Attorney	1
JB IDS PARENT REPRESENTATION DEFENDER	Parent Defender	1
JB IDS PARENT REPRESENTATION DEFENDER	Assistant Parent Defender	2
JB IDS PARENT REPRESENTATION DEFENDER	Deputy Parent Defender	1
JB IDS PARENT REPRESENTATION DEFENDER	Contracts Administrator	1
JB IDS PARENT REPRESENTATION DEFENDER	Interdisciplinary Rep Program Manager	1
JB IDS PARENT REPRESENTATION DEFENDER	Parent Defender Administrative Assistant	1

JB IDS SPECIAL COUNSEL	Chief Special Counsel	1
JB IDS SPECIAL COUNSEL	Special Counsel	5
JB IDS SPECIAL COUNSEL SUPPORT STAFF	Special Counsel Legal Assistant Senior	1
JB IDS SPECIAL COUNSEL SUPPORT STAFF	Special Counsel Legal Assistant	1
JB IDS SPECIAL COUNSEL BROUGHTON HOSP	Special Counsel	1
JB IDS SPECIAL COUNSEL BROUGHTON HOSP	Assistant To Special Counsel	1
JB IDS SPECIAL COUNSEL CHERRY HOSP 1	Special Counsel	1
JB IDS SPECIAL COUNSEL CHERRY HOSP 1	Special Counsel Legal Assistant	1
JB IDS SPECIAL COUNSEL CHERRY HOSP 1	Assistant To Special Counsel	1
JB IDS SPECIAL COUNSEL SUPPORT STAFF	Special Counsel Legal Assistant Senior	1
JB IDS SPECIAL COUNSEL UMSTEAD HOSP	Special Counsel	1
JB IDS SPECIAL COUNSEL UMSTEAD HOSP	Special Counsel Legal Assistant	1
JB IDS SPECIAL COUNSEL UMSTEAD HOSP	Special Counsel Legal Assistant	1



“No Remote” Work Policy Reports for Public Defender Districts

Public Defender Offices:**Public Defender Districts - No Remote Work:**

The following Public Defender Offices do not allow employees to work remotely and thus have a policy of “No Remote Work”, which applies to all of their respective employees, delineated by position and division as follows:

Org Unit	Position	Count
PD 1 - DARE, GATES, CHOWAN, PERQUIMANS, PASQUOTANK, CAMDEN, CURRITUCK		
JB IDS PUBLIC DEFENDER 1	Public Defender	1
JB IDS PUBLIC DEFENDER 1	Assistant Public Defender	10
JB IDS PUBLIC DEFENDER 1 SUPPORT STAFF	Public Defender Investigator	1
JB IDS PUBLIC DEFENDER 1 SUPPORT STAFF	Public Defender Admin Asst II	1
JB IDS PUBLIC DEFENDER 1 SUPPORT STAFF	Public Defender Legal Assistant	3
PD 4 – CRAVEN, PAMLICO, CARTERET		
JB IDS PUBLIC DEFENDER 4	Public Defender	1
JB IDS PUBLIC DEFENDER 4	Assistant Public Defender	7
JB IDS PUBLIC DEFENDER 4 SUPPORT STAFF	Public Defender Investigator	1
JB IDS PUBLIC DEFENDER 4 SUPPORT STAFF	Public Defender Legal Assistant	2
JB IDS PUBLIC DEFENDER 4 SUPPORT STAFF	Public Defender Investigator	1
PD 10 - WAKE		
JB IDS PUBLIC DEFENDER 10	Public Defender	1
JB IDS PUBLIC DEFENDER 10	Assistant Public Defender	28
JB IDS PUBLIC DEFENDER 10 INVESTIGATORS	Public Defender Investigator	4
JB IDS PUBLIC DEFENDER 10 SUPPORT STAFF	Public Defender Legal Assistant	8
JB IDS PUBLIC DEFENDER 10 SUPPORT STAFF	Public Defender Admin Asst III	1
JB IDS PUBLIC DEFENDER 10 SUPPORT STAFF	Public Defender Legal Assistant Senior	1
PD 13 – JOHNSTON		
JB IDS PUBLIC DEFENDER 13	Public Defender	1
JB IDS PUBLIC DEFENDER 13	Assistant Public Defender	5
JB IDS PUBLIC DEFENDER 13 SUPPORT STAFF	Public Defender Admin Asst II	1
JB IDS PUBLIC DEFENDER 13 SUPPORT STAFF	Public Defender Legal Assistant	3
PD 14 - CUMBERLAND		
JB IDS PUBLIC DEFENDER 14	Public Defender	1
JB IDS PUBLIC DEFENDER 14	Assistant Public Defender	12
JB IDS PUBLIC DEFENDER 14 SUPPORT STAFF	Public Defender Investigator	3
JB IDS PUBLIC DEFENDER 14 SUPPORT STAFF	Public Defender Legal Assistant	3
JB IDS PUBLIC DEFENDER 14 SUPPORT STAFF	Public Defender Admin Asst II	1
JB IDS PUBLIC DEFENDER 14 SUPPORT STAFF	Public Defender Legal Assistant Senior	1
PD 20 - ROBESON		
JB IDS PUBLIC DEFENDER 20	Public Defender	1
JB IDS PUBLIC DEFENDER 20	Assistant Public Defender	7

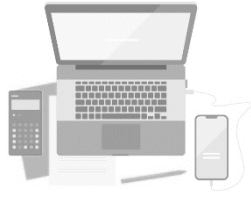
JB IDS PUBLIC DEFENDER 20 SUPPORT STAFF	Public Defender Investigator	2
JB IDS PUBLIC DEFENDER 20 SUPPORT STAFF	Public Defender Admin Asst II	1
JB IDS PUBLIC DEFENDER 20 SUPPORT STAFF	Public Defender Legal Assistant	2
JB IDS PUBLIC DEFENDER 20 SUPPORT STAFF	Public Defender Legal Assistant Senior	1

PD 31 - FORSYTH		
JB IDS PUBLIC DEFENDER 31	Public Defender	1
JB IDS PUBLIC DEFENDER 31	Assistant Public Defender	18
JB IDS PUBLIC DEFENDER 31 SUPPORT STAFF	Public Defender Legal Assistant	5
JB IDS PUBLIC DEFENDER 31 SUPPORT STAFF	Public Defender Investigator	4
JB IDS PUBLIC DEFENDER 31 SUPPORT STAFF	Public Defender Admin Asst III	1
JB IDS PUBLIC DEFENDER 31 SUPPORT STAFF	Public Defender Legal Assistant Senior	1

PD 40 - BUNCOMBE		
JB IDS PUBLIC DEFENDER 40	Public Defender	1
JB IDS PUBLIC DEFENDER 40	Assistant Public Defender	11
JB IDS PUBLIC DEFENDER 40	Public Defender Legal Assistant Senior	1
JB IDS PUBLIC DEFENDER 40	Public Defender Legal Assistant	2
JB IDS PUBLIC DEFENDER 40	Public Defender Admin Asst II	1
JB IDS PUBLIC DEFENDER 40	Public Defender Investigator	3

PD 43 – CHEROKEE, CLAY, MACON, JACKSON, HAYWOOD, SWAIN, GRAHAM		
JB IDS PUBLIC DEFENDER 43	Public Defender	1
JB IDS PUBLIC DEFENDER 43	Assistant Public Defender	9
JB IDS PUBLIC DEFENDER 43	Public Defender Investigator	2
JB IDS PUBLIC DEFENDER 43	Public Defender Social Worker	1
JB IDS PUBLIC DEFENDER 43	Public Defender Legal Assistant	3
JB IDS PUBLIC DEFENDER 43 SUPPORT STAFF	Public Defender Admin Asst II	1

Note: PD 13 was not staffed and operational until after the March 01, 2024, Remote Work Report, and is newly added to the “No Remote Work” list.



Remote Work Policy Reports for **Public Defender Districts**

Public Defender Districts – Remote Work:

The following Public Defender Offices maintain the same remote work policies provided in the March 01, 2024, Remote Work Report for all of their respective employees, delineated by position and division as follows:

Org Unit	Position	Count
PD 2 – MARTIN, BEAUFORT, WASHINGTON, TYRRELL, HYDE		
JB IDS PUBLIC DEFENDER 2	Public Defender	1
JB IDS PUBLIC DEFENDER 2	Assistant Public Defender	5
JB IDS PUBLIC DEFENDER 2 SUPPORT STAFF	Public Defender Legal Assistant	1
JB IDS PUBLIC DEFENDER 2 SUPPORT STAFF	Public Defender Investigator	1
JB IDS PUBLIC DEFENDER 2 SUPPORT STAFF	Public Defender Admin Asst I	1
PD 3 - PITT		
JB IDS PUBLIC DEFENDER 3	Public Defender	1
JB IDS PUBLIC DEFENDER 3	Assistant Public Defender	13
JB IDS PUBLIC DEFENDER 3 SUPPORT STAFF	Public Defender Admin Asst II	1
JB IDS PUBLIC DEFENDER 3 SUPPORT STAFF	Public Defender Legal Assistant Senior	1
JB IDS PUBLIC DEFENDER 3 SUPPORT STAFF	Public Defender Legal Assistant	2
JB IDS PUBLIC DEFENDER 3 SUPPORT STAFF	Public Defender Investigator	1
PD 5 – DUPLIN, SAMPSON, JONES		
JB IDS PUBLIC DEFENDER 5	Public Defender	1
JB IDS PUBLIC DEFENDER 5	Assistant Public Defender	5
JB IDS PUBLIC DEFENDER 5	Public Defender Legal Assistant Senior	1
JB IDS PUBLIC DEFENDER 5	Public Defender Admin Asst II	1
JB IDS PUBLIC DEFENDER 5	Public Defender Legal Assistant	2
JB IDS PUBLIC DEFENDER 5 UNIT B	Public Defender Legal Assistant Senior	1
JB IDS PUBLIC DEFENDER 5 UNIT B	Public Defender Investigator	1
JB IDS PUBLIC DEFENDER 5 UNIT B	Public Defender Social Worker	1
PD 6 – PENDER, NEW HANOVER		
JB IDS PUBLIC DEFENDER 6	Public Defender	1
JB IDS PUBLIC DEFENDER 6	Assistant Public Defender	19
JB IDS PUBLIC DEFENDER 6	Public Defender Legal Assistant	6
JB IDS PUBLIC DEFENDER 6	Public Defender Investigator	3
JB IDS PUBLIC DEFENDER 6 SUPPORT STAFF	Public Defender Admin Asst III	1
PD 7 – HALIFAX, NORTHHAMPTON, HERTFORD, BERTIE		
JB IDS PUBLIC DEFENDER 7	Public Defender	1
JB IDS PUBLIC DEFENDER 7	Assistant Public Defender	7
JB IDS PUBLIC DEFENDER 7	Public Defender Investigator	1
JB IDS PUBLIC DEFENDER 7	Public Defender Social Worker	1
JB IDS PUBLIC DEFENDER 7	Public Defender Admin Asst II	1
JB IDS PUBLIC DEFENDER 7	Public Defender Legal Assistant	3
PD 15 – BLADEN, COLUMBUS, BRUNSWICK		
JB IDS PUBLIC DEFENDER 15	Public Defender	1

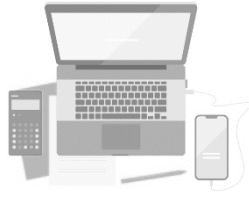
JB IDS PUBLIC DEFENDER 15	Assistant Public Defender	15
JB IDS PUBLIC DEFENDER 15 SUPPORT STAFF	Public Defender Admin Asst III	1
JB IDS PUBLIC DEFENDER 15 SUPPORT STAFF	Public Defender Social Worker	1
JB IDS PUBLIC DEFENDER 15 SUPPORT STAFF	Public Defender Legal Assistant	1
JB IDS PUBLIC DEFENDER 15 SUPPORT STAFF	Public Defender Legal Assistant Senior	1
JB IDS PUBLIC DEFENDER 15 SUPPORT STAFF	Public Defender Investigator	2
PD 16 - DURHAM		
JB IDS PUBLIC DEFENDER 16	Public Defender	1
JB IDS PUBLIC DEFENDER 16	Assistant Public Defender	21
JB IDS PUBLIC DEFENDER 16	Public Defender Investigator	2
JB IDS PUBLIC DEFENDER 16	Public Defender Legal Assistant Senior	1
JB IDS PUBLIC DEFENDER 16	Public Defender Admin Asst III	1
JB IDS PUBLIC DEFENDER 16	Public Defender Legal Assistant	4
JB IDS PUBLIC DEFENDER 16	PD Investigator/Social Worker	1
JB IDS PUBLIC DEFENDER 16	Spanish Interpreter	1
PD 17 – ALAMANCE		
JB IDS PUBLIC DEFENDER 17	Public Defender	1
JB IDS PUBLIC DEFENDER 17	Assistant Public Defender	6
JB IDS PUBLIC DEFENDER 17	Public Defender Investigator	1
JB IDS PUBLIC DEFENDER 17	Public Defender Admin Asst II	1
JB IDS PUBLIC DEFENDER 17	Public Defender Legal Assistant	2
PD 18 – ORANGE, CHATHAM		
JB IDS PUBLIC DEFENDER 18	Public Defender	1
JB IDS PUBLIC DEFENDER 18	Assistant Public Defender	9
JB IDS PUBLIC DEFENDER 18	Public Defender Investigator	1
JB IDS PUBLIC DEFENDER 18	Public Defender Legal Assistant	1
JB IDS PUBLIC DEFENDER 18	Public Defender Investigator	1
JB IDS PUBLIC DEFENDER 18 SUPPORT STAFF	Public Defender Admin Asst II	1
PD 21 – HOKE, SCOTLAND		
JB IDS PUBLIC DEFENDER 21	Public Defender	1
JB IDS PUBLIC DEFENDER 21	Assistant Public Defender	6
JB IDS PUBLIC DEFENDER 21 SUPPORT STAFF	Social Worker/Mitigation Specialist	1
JB IDS PUBLIC DEFENDER 21 SUPPORT STAFF	Public Defender Investigator	2
JB IDS PUBLIC DEFENDER 21 SUPPORT STAFF	Public Defender Legal Assistant	2
JB IDS PUBLIC DEFENDER 21 SUPPORT STAFF	Public Defender Admin Asst II	1
PD 24 - GUILFORD		
JB IDS PUBLIC DEFENDER 24	Public Defender	1
JB IDS PUBLIC DEFENDER 24	Assistant Public Defender	27
JB IDS PUBLIC DEFENDER 24	Public Defender Admin Asst III	1
JB IDS PUBLIC DEFENDER 24 SUPPORT STAFF	Public Defender Investigator	4
JB IDS PUBLIC DEFENDER 24 SUPPORT STAFF	Public Defender Legal Assistant	5
JB IDS PUBLIC DEFENDER 24 SUPPORT STAFF	Public Defender Legal Assistant Senior	1
JB IDS PUBLIC DEFENDER 24 SUPPORT STAFF	Public Defender Admin Asst II	1

PD 26 - MECKLENBURG		
JB IDS PUBLIC DEFENDER 26	Public Defender	1
JB IDS PUBLIC DEFENDER 26	Assistant Public Defender	55
JB IDS PUBLIC DEFENDER 26	Public Defender Investigator	7
JB IDS PUBLIC DEFENDER 26	Public Defender Legal Assistant	16
JB IDS PUBLIC DEFENDER 26 INVESTIGATORS	Public Defender Chief Investigator	1
JB IDS PUBLIC DEFENDER 26 SUPPORT STAFF	Public Defender Admin Asst IV	1
JB IDS PUBLIC DEFENDER 26 SUPPORT STAFF	Spanish Interpreter	1
JB IDS PUBLIC DEFENDER 26 SUPPORT STAFF	Public Defender Legal Assistant Senior	1
JB IDS PUBLIC DEFENDER 26 SUPPORT STAFF	Public Defender Admin Asst I	1
JB IDS PUBLIC DEFENDER 26 SUPPORT STAFF	Public Defender Admin Asst II	1
PD 30 - UNION		
JB IDS PUBLIC DEFENDER 30	Public Defender	1
JB IDS PUBLIC DEFENDER 30	Assistant Public Defender	8
JB IDS PUBLIC DEFENDER 30 SUPPORT STAFF	Public Defender Investigator	1
JB IDS PUBLIC DEFENDER 30 SUPPORT STAFF	Public Defender Legal Assistant	4
JB IDS PUBLIC DEFENDER 30 SUPPORT STAFF	Public Defender Admin Asst II	1
PD 32 – ALEXANDER, IREDELL		
JB IDS PUBLIC DEFENDER 32	Public Defender	1
JB IDS PUBLIC DEFENDER 32	Assistant Public Defender	9
JB IDS PUBLIC DEFENDER 32 SUPPORT STAFF	Public Defender Investigator	1
JB IDS PUBLIC DEFENDER 32 SUPPORT STAFF	Public Defender Legal Assistant Senior	1
JB IDS PUBLIC DEFENDER 32 SUPPORT STAFF	Public Defender Legal Assistant	4
JB IDS PUBLIC DEFENDER 32 SUPPORT STAFF	Public Defender Admin Asst II	1
PD 38 - GASTON		
JB IDS PUBLIC DEFENDER 38	Public Defender	1
JB IDS PUBLIC DEFENDER 38	Assistant Public Defender	15
JB IDS PUBLIC DEFENDER 38 SUPPORT STAFF	Public Defender Investigator	3
JB IDS PUBLIC DEFENDER 38 SUPPORT STAFF	Public Defender Admin Asst II	1
JB IDS PUBLIC DEFENDER 38 SUPPORT STAFF	Public Defender Legal Assistant Senior	1
JB IDS PUBLIC DEFENDER 38 SUPPORT STAFF	Public Defender Legal Assistant	3
PD 39 – CLEVELAND, LINCOLN		
JB IDS PUBLIC DEFENDER 39	Public Defender	1
JB IDS PUBLIC DEFENDER 39	Assistant Public Defender	13
JB IDS PUBLIC DEFENDER 39 SUPPORT STAFF	Public Defender Admin Asst II	1
JB IDS PUBLIC DEFENDER 39 SUPPORT STAFF	Public Defender Legal Assistant Senior	1
JB IDS PUBLIC DEFENDER 39 SUPPORT STAFF	Public Defender Investigator	2
JB IDS PUBLIC DEFENDER 39 SUPPORT STAFF	Public Defender Legal Assistant	2
JB IDS PUBLIC DEFENDER 39 SUPPORT STAFF	Public Defender Social Worker	1
PD 41 – MCDOWELL, RUTHERFORD		
JB IDS PUBLIC DEFENDER 41	Public Defender	1
JB IDS PUBLIC DEFENDER 41	Assistant Public Defender	12
JB IDS PUBLIC DEFENDER 41	Public Defender Admin Asst II	1
JB IDS PUBLIC DEFENDER 41	Public Defender Investigator	2

JB IDS PUBLIC DEFENDER 41	Public Defender Legal Assistant	2
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PD 42 – POLK, HENDERSON, TRANSYLVANIA		
JB IDS PUBLIC DEFENDER 42	Public Defender	1
JB IDS PUBLIC DEFENDER 42	Assistant Public Defender	7
JB IDS PUBLIC DEFENDER 42	Public Defender Legal Assistant	2
JB IDS PUBLIC DEFENDER 42	Public Defender Investigator	1
JB IDS PUBLIC DEFENDER 42	Public Defender Admin Asst II	1

Note: PD 5 and PD 30 were not staffed at the time of the March 01, 2024, Remote Work Report, their Remote Work Policies, new to this March 01, 2025, report, is attached, along with the Remote Work Policy for PD 3, which, as an oversight, may not have been included in the March 01, 2024.



Remote Work Policy for **Defender District 3**

Remote Work Policy
Pitt County (District 3) Public Defender Offices
Effective 2/1/2024

A Remote Work Schedule is not in effect for Pitt County (District 3) Public Defender Offices for the following reasons:

- Legal assistants rely on input from the lawyers to do their work.
- Remote work inevitably creates work for those that are physically in the office.
- As a public service office, we are expected to be available to the court and courthouse personnel anytime the courthouse is open.
- Our clients often have legal needs and services which require unanticipated and immediate attention.

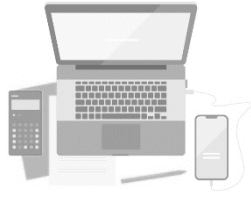
Notwithstanding the general policy, in an effort to accommodate special circumstances for chronic illness, childcare issues, and other emergencies which would require an assistant public defender to be out of the office who is otherwise fit, willing and able to perform his or her work obligations, including the rare occasion when the attorney needs to be focused on a serious and complex trial preparation), remote work will be permitted for assistant public defenders, as follows:

During the rare circumstances when remote work is necessary to best serve our client and our office, the following procedure shall apply:

- All requests for remote work by **Assistant Public Defenders** shall be directed to the Chief Public Defender and the Administrative Assistant.
- All medium to long term medical/childcare/home related issues should allow enough notice to consult the Chief Public Defender.
- The decision to permit remote work will be dependent upon the need for office/case coverage, the frequency of the request, the expressed need of the APD, and the leave/vacation balance of the APD.
- Once remote work is authorized, the APD shall notate that he or she is working remotely on the office calendar with a short explanation.

If remote work is requested and approved, the employee will sign the IDS Remote Work Agreement and Attestation prior to performing any remote work.

Unless otherwise notated and with authorization, all remote work employees shall timely respond to calls/work texts/emails and check their voicemail.



Remote Work Policy for **Defender District 5**

Remote Work Policy
District 5 Public Defender Offices
(Sampson/Duplin/Jones) Effective April 1, 2024 (or
later depending on the opening of each office)

A Remote Work Schedule is not in effect in the District 5 Public Defender Offices for the following reasons -

- Legal assistants rely on input from the lawyers to do their work.
- Remote work inevitably creates work for those that are physically in the office.
- As a public service office, we are expected to be available to the court and courthouse personnel anytime the courthouse is open.
- Our clients often have legal needs and services which require unanticipated and immediate attention.

Notwithstanding the general policy, in an effort to accommodate special circumstances for chronic illness, childcare issues, and other emergencies which would require an employee to be out of the office who is otherwise fit, willing and able to perform his or her work obligations, including the rare occasion when the attorney or staff member need to laser focus on something (such as trial preparation) or when it is logistically unfeasible to physically return to the office following an appointment or work outside the office, remote work will be permitted, as follows:

During the rare circumstances when remote work is necessary to best serve our clients and our office, the following procedure shall apply:

All requests for remote work by **Assistant Public Defenders** shall be directed to the Chief Public Defender. If unavailable, consult the Administrative Assistant.

- All medical/childcare/home related issues should allow enough notice to consult the Chief Public Defender.
- The decision to permit remote work will be dependent upon the need for office/case coverage, the frequency of the request, the expressed need of the APD, and the leave/vacation balance of the APD.
- Remote work infrastructure, including necessary equipment, reliable internet connection, and adherence to data security protocols, must be maintained by the employee.
- Once remote work is authorized, the APD shall notate that s/he is working remotely on the office calendar, with a short explanation, for example:
 - APD Remote (Trial Prep – do not disturb)
 - APD Remote (Childcare or Medical)

All requests for remote work by **Support Staff** shall be directed to the employee's supervisor or the Chief Public Defender.

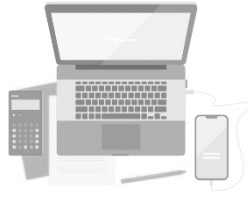
- All medical/childcare/home related issues should allow enough notice to consult the supervisor.
- The supervisor will consider the employee's leave balance and the nature of the work they are seeking to perform remotely, and the expressed need of the employee.

- Remote work infrastructure, including necessary equipment, reliable internet connection, and adherence to data security protocols, must be maintained by the employee.
- Once remote work is authorized, the employee shall notate that s/he is working remotely on the office calendar, with a short explanation, for example:
 - Support Staff Remote (Childcare or Medical)

Unless otherwise notated and with authorization, all remote work employees shall maintain performance standards, timely respond to calls/work texts/emails and check their voicemail. All remote work shall be conducted in a safe and private environment to protect the confidentiality of our clients and to assure the physical safety of all employees.

Signature of Employee

Date



Remote Work Policy for **Defender District 30**

Remote Work Policy for Defender District 30
Effective 1/1/2025

A Remote Work Schedule is not in effect in effect for Defender District 30 for the following reasons -

- Legal assistants rely on input from the lawyers to do their work.
- Remote work inevitably creates work for those that are physically in the office.
- As a public service office, we are expected to be available to the court and courthouse personnel anytime the courthouse is open.
- Our clients often have legal needs and services which require unanticipated and immediate attention.

Notwithstanding the general policy, in an effort to accommodate special circumstances for chronic illness, childcare issues, and other exigencies which would require an employee to be out of the office who is otherwise fit, willing and able to perform his or her work obligations, including the rare occasion when the attorney or staff member need to laser focus on something (such as trial preparation) or when it is logistically unfeasible to physically return to the office following an appointment or work outside the office, remote work will be permitted, as follows:

During the rare circumstances when remote work is necessary to best serve our client and our office, the following procedure shall apply:

All requests for remote work by **Assistant Public Defenders** shall be directed to the Chief Public Defender or Administrative Assistant.

- All medical/childcare/home related issues should allow enough notice to consult the Chief Public Defender or Administrative Assistant.
- The decision to permit remote work will be dependent upon the need for office/case coverage, the frequency of the request, the expressed need of the APD, and the leave/vacation balance of the APD.

All requests for remote work by **Support Staff** shall be directed to the Chief Public Defender or Administrative Assistant.

- All medical/childcare/home related issues should allow enough notice to consult the Chief Public Defender or Administrative Assistant.
- The Chief Public Defender or Administrative Assistant will consider the employee's leave balance and the nature of the work they are seeking to perform remotely, and the expressed need of the employee.

Unless otherwise notated and with authorization, all remote work employees shall timely respond to calls/work texts/emails and check their voicemail.

Approval and denial of remote work requests are at the discretion of the Chief Public Defender.

Randolph M. Lee
Public Defender
v. 02/10/2025 [adapted from policy of Defender District 15]